



myLTO®



Tape Authoring Application User's Guide

Version 2026.1, Indianapolis, Indiana USA

Contact Support

Imagine Products Website

Legal	5
Copyright	5
License	6
Limited Warranty	6
Welcome	7
Overview	8
myLTO Check-In	9
General LTO Options	11
Connections List	12
LTO Devices	13
Formatting a Brand New Tape	13
Tape Index and Caching	14
Tape Report Creation	16
Deck Controls	17
Advanced Deck Settings	19
Tape Commands	23
Mount LTO	23
Format Tapes	23
Recover LTO	25
Eject LTO	27
Unmount LTO	27
Drives	29
Drive Details	29
Type Specification	30
Index Report Creation	30
Speed Benchmarking	31
Copy	33
Simple Mode	33
Preset Mode	35
Preset Folders	36
Preset Editor	38
Offload Settings	39
Copy To	39
Verification	40
File Filtering	40
Organization Settings	40
Folder Structure	41
Tokens	41
File Renaming	42
Running Jobs Using Presets	43

Retrieving from an LTO Tape	45
Job List	45
Filters & Order	47
Job History	47
Wrap Reports	49
Job Results	52
Right-Click Actions	52
Job Details	53
Job Tree	54
Report Preview	55
Settings	56
Account	56
General Settings	57
Copy Options	57
When Copying Entire Drive	58
Job Sequence	58
Cancel Copy if Error Occurs	59
Naming Collision Resolution	59
Automatically Skip Duplicate Files	59
Date Options	60
Finder Tags	60
Copy/Ignore by File Extension	60
Verification Options	61
Verification Type	62
Checksum Types	62
Calculate Directory Checksums	62
Source Integrity Verification	63
Media Options	63
Use Cached Media Libraries	64
Perform Media Analysis On	64
Perform Media Analysis	64
Queue Automation Options	64
Automatically Add Drives to Sources Queue	65
Begin Job Upon Entry to the Queue	66
Automatically Open Details	66
Auto Eject Source Upon Completion	66
Preset Options	67
Global Custom Token Manager	67
Notifications	68
Desktop	68
Email and SMS	68
Reports	70

MHL Seal	70
Seal Type	72
Creator Info	72
Ignore Patterns	72
Report Location	73
Report Naming	73
Add Notes	73
PDF Reports	73
PDF Layout	75
PDF Thumbnails	77
PDF Appearance	77
CSV & TXT	78
Advanced Settings	79
Reference Link Resolution	79
Relink to Source	79
Relink to Replicated Source	79
Copy original	80
Copy original link	80
Date Format	80
Ignore Hidden Files and Folders	81
Open Drive Details on Click	81
Change Language	81
Reset to Defaults	81
Appendix A – Installation	82
Installing the Software	82
System Requirements	82
Activation	83
How to Register	83
Appendix B - Troubleshooting	84
Frequently Asked Questions	84
I Can't Activate!	84
Technical Support	84
Contacting Imagine Products	84
Check for Updates	85
Diagnostic Logs	85
Appendix C – Third Party Copyrights	86

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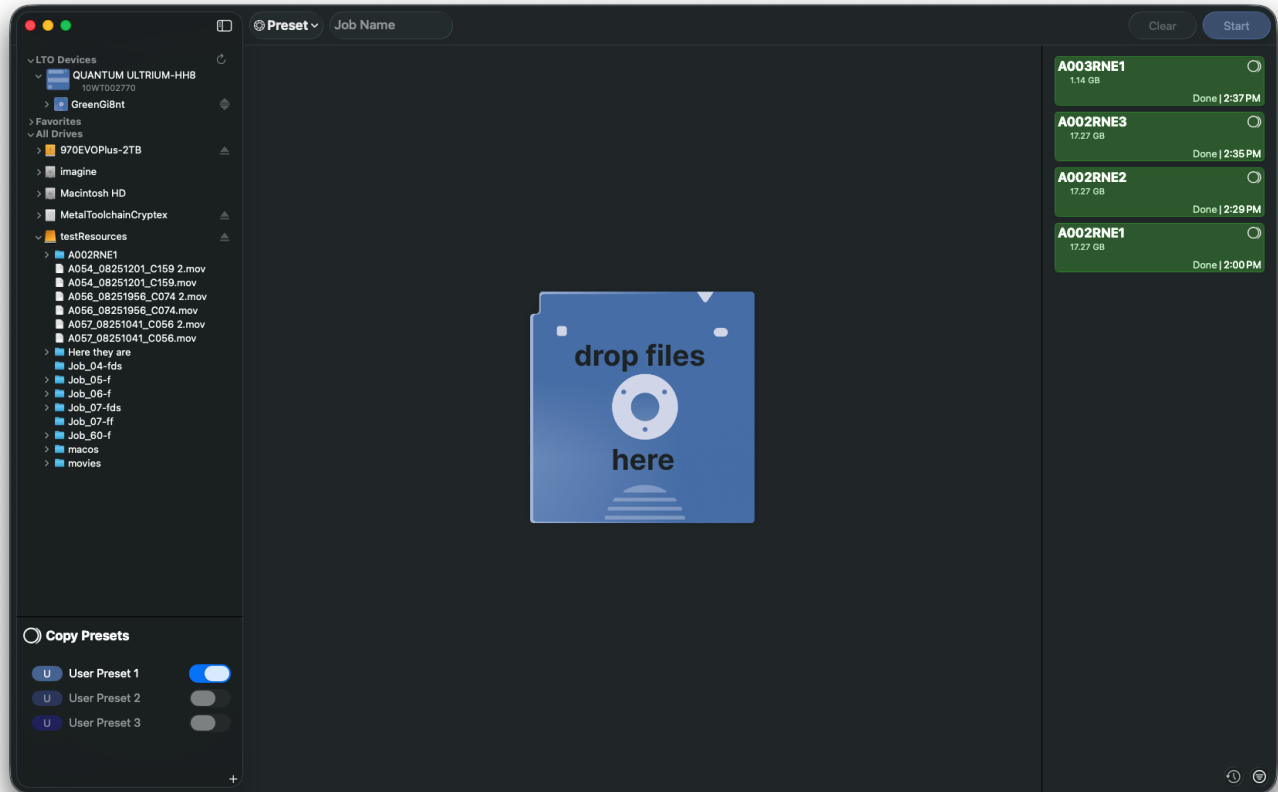
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Welcome

We're pleased that you've chosen myLTO® to securely archive your data files to LTO tape.



myLTO works with any content, and is not specific to video files, however, it is optimized for that purpose.

Writing to an LTO tape is easy. Simply format a tape and set it as an output location in either Preset or Simple mode.

Then drag files to be copied into the queue. Click *Start* and myLTO will index and analyze your files and begin writing them to tape. It will calculate checksum values and extract thumbs and video metadata for reports.

NOTE: This application is engineered for the latest versions of macOS. Features and dialogs may vary slightly between them.

Overview

myLTO® for Mac is an automated copy utility application geared toward media files. The software takes advantage of the Linear File Transfer System (LTFS), developed by IBM and supported by HP, Quantum, Tandberg and other tape drive manufacturers.

LTFS mounts a tape as a user defined read/write volume within the computer's operating system. This makes it possible to write and read from the tape as if it were a disk and save files in their original format. It also makes myLTO hardware independent—you can use it with any Ultrium® LTFS compliant tape drive (e.g. LTO-7, LTO-8, LTO-9).

To save to tape, File and Folder names must comply with LTFS standards. For your convenience, the software automatically adds URL escaping to non-compliant characters and removes the escaping upon retrieval

myLTO helps control deck functions including mounting, formatting, and recovering tapes, as well as copying onto LTO tape, with a simple and easy to use interface.

Within the software you may choose to make additional copies of your assets onto multiple LTO drives and local hard disks at the same time. Copies may be verified using checksum integrity algorithms (e.g. XXHash, MD5, etc.) in addition to the LTFS write verification process.

Improve consistency by letting myLTO auto-name output folders. Select from various custom naming conventions. Further organize jobs by nested (sub) folders and label them using concatenated naming conventions such as dates, project names, locations, etc.

Alternatively, you may Drag and Drop files directly to the LTO tape without creating any additional folder names using Simple mode.

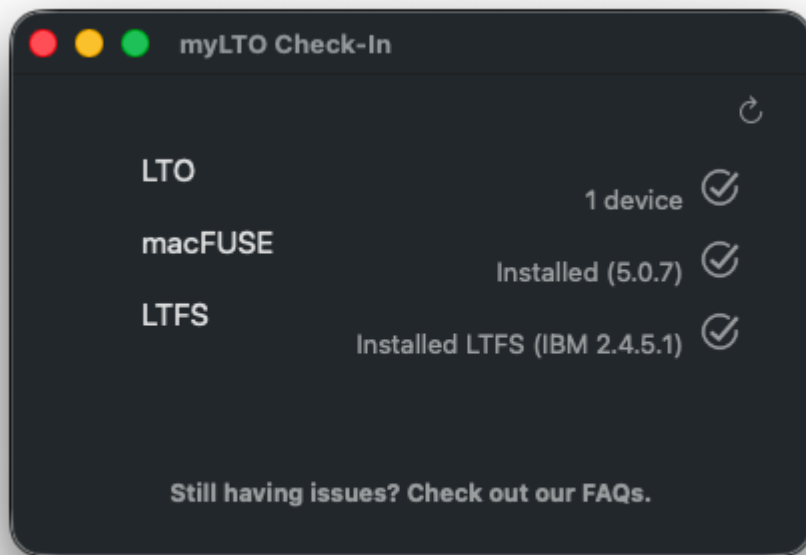
Jobs have progress bars and are color-coded to indicate status (copying, verifying, finished). They may be named for more clarity, and individually removed from the task list. myLTO also lets you gracefully Pause copy processes and Resume where you left off.

Choose a PDF report for impressive visual reports. PDFs support up to ten extracted frames (sampled towards beginning, middle and end of clips) or one (beginning only) from most known camera types.

When finished, myLTO can play a notification sound and automatically eject drives for your convenience. You can even have the software text a notification or e-mail the verification report after each job completes.

myLTO Check-In

Before you begin working with your LTO deck, it is important to ensure that you have all of the necessary components installed. To aid with this process, we have implemented *myLTO Check-In*, a component check to help streamline the process of setting up your LTO device.



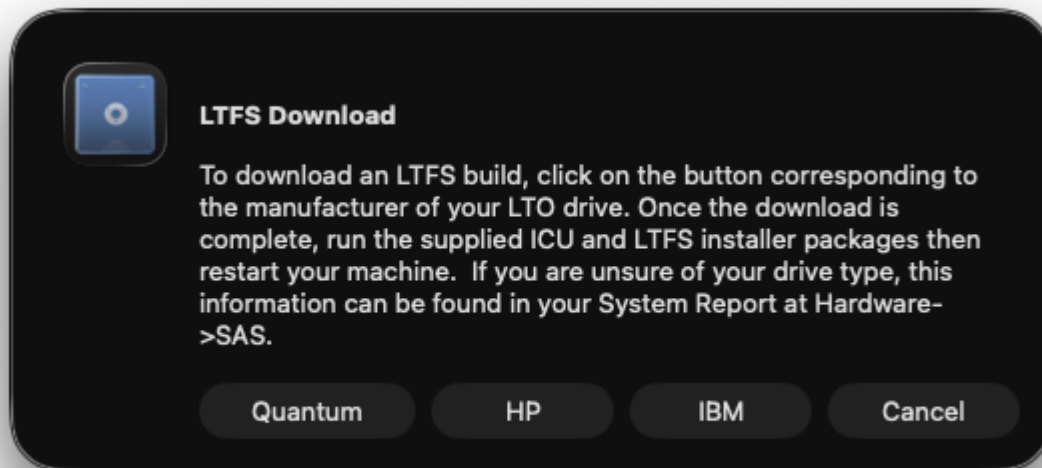
myLTO Check-in verifies the three necessary components needed to work with your tape; an LTO deck, macFUSE, and an LTFS library. If all components are installed and working correctly, a blue checkmark will appear to the right of each one. A yellow caution sign indicates that there may be something wrong and the component requires action before you can begin using your LTO device.

The *LTO* component check makes sure there is a compatible LTO deck and tape connected to your device. This component may show as a *Yellow Caution Sign* if there is no tape inserted or the tape has been ejected.

The *macFUSE* component check makes sure it is downloaded and installed properly. macFUSE is a required software package that must be downloaded in order to begin using your LTO deck. It is available for download [here](#).

TIP: If macFUSE is installed, but a yellow caution sign still appears, select it and enter your Mac password. This will allow myLTO to load in its kernel extension.

The *LTFS* component check ensures the LTFS Library has been installed to your computer and is accessible. If an LTFS installation cannot be detected, this component will show a Yellow Caution Sign. Clicking on the caution sign will open a window which will permit you to download an LTFS build directly from Imagine Products' website.



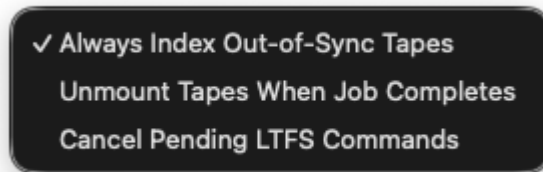
Our website hosts LTFS builds which are compatible with most IBM, HP, and Quantum drives. Most LTO decks contain drives manufactured by one of these three companies. If you are not sure what type of drive your LTO deck contains, this information can be found in your System Report's SAS section if your deck is connected, powered on, and has the correct drivers installed. This information can also be found by consulting the deck's user manual or from the website of your deck's manufacturer.

Disclaimer: The supplied LTFS builds are not guaranteed to work with every LTO drive. If none of the downloaded LTFS builds work correctly with your deck, it is recommended you contact your deck manufacturer directly to receive the appropriate LTFS build.

For additional instructions on installing LTFS, please view our [FAQ](#).

General LTO Options

Located in the top menu bar under the *LTO Option*, are three options that will help facilitate your tape use.



The first of these options is *Always Index Out-of-Sync Tapes*. A pop-up allowing you to choose this option will appear the first time a tape that has not been seen by myLTO is inserted into your deck.

Selecting this option will allow myLTO to automatically index your tape when it finds that the current generation loaded, and the generation your tape is actually on, do not match.

The second option, *Unmount LTO Tapes When Job Completes*, will automatically unmount your tapes after all jobs in the queue are done reading and writing.

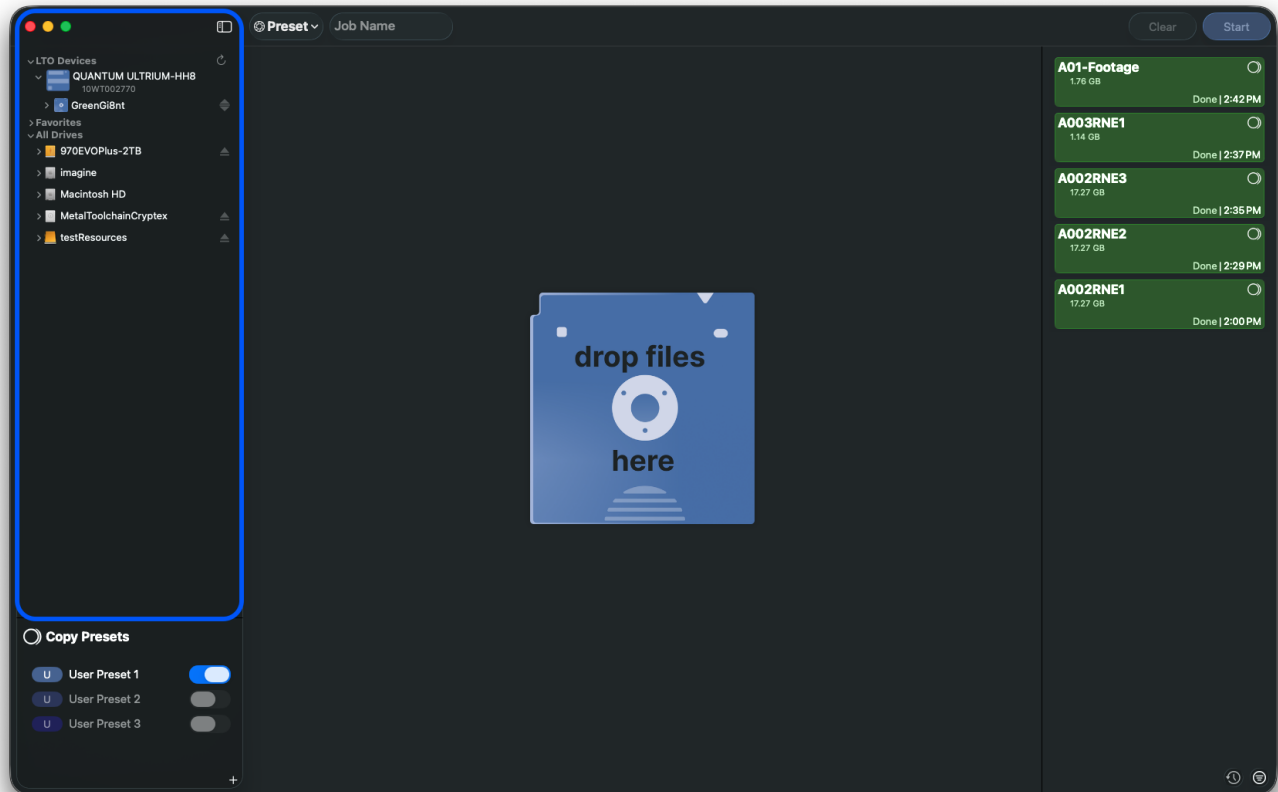
This option is automatically checked by default. This is because myLTO will automatically mount your tape upon job start. Leaving this option checked will lead to a more streamlined and automated archiving process.

TIP: Using this option in tandem with the Eject Tape on Unmount option found in the Advanced Deck Setting will allow you to start multiple jobs and have your tape eject upon their completion.

The final option, *Cancel Pending LTFS Commands*, allows you to cancel mount operations that are taking an excessive amount of time.

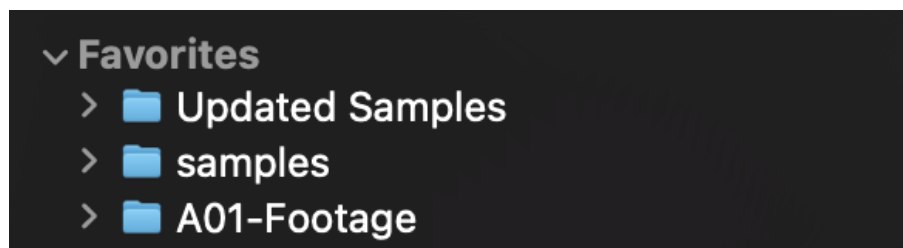
Connections List

On the left hand side is your *Connections List*. Your connections include connected LTO devices, drives or readers, and their contents.



To quickly access often-used locations, add any device, folder, or file to your list of *Favorites*.

To add, *Right-Click* on an item in the *Connections List* and choose *Add to Favorites*, or drag the volume below the *Favorites* heading.



TIP: Media not currently in use may be Ejected from this list by clicking the *Eject* icon.

LTO Devices

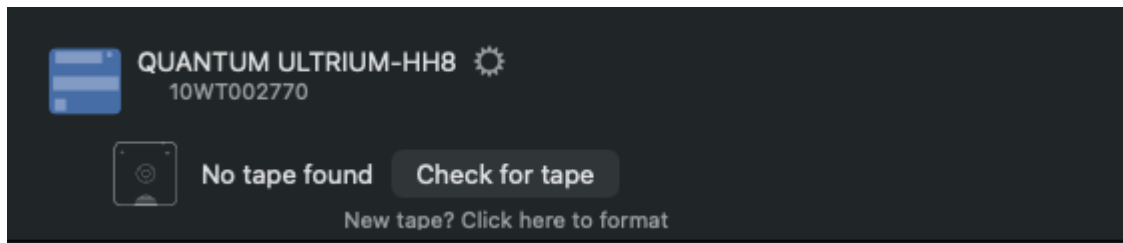
Formatting a Brand New Tape

Brand new LTO tapes are provided in an unformatted state. Due to this, myLTO will be unable to detect when the tape has been inserted into your deck. However, we have made the process of formatting an inserted tape so that it can be detected extremely easy.

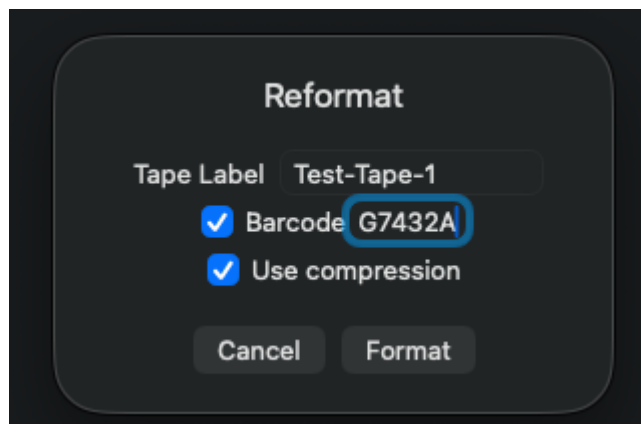
First, simply insert your tape into your deck.

Next, select your deck from the drives list on the left hand side to pull up the *Tape* and *Deck Options*.

From this window, select the button next to the tape outline marked *Check for Tape*. Wait for a few seconds and a pop-up will appear underneath this button that will say *New tape? Click here to format*.



Selecting this text will have a pop-up appear asking you if you would like to format your tape. Selecting to format your tape will bring up the following screen...



Please reference the section marked *Formatting* for detailed information on this pop-up.

If this option is not working with your new tape, mount your tape using a *Force Mount* and then select *Format* from the *Tape Controls*.

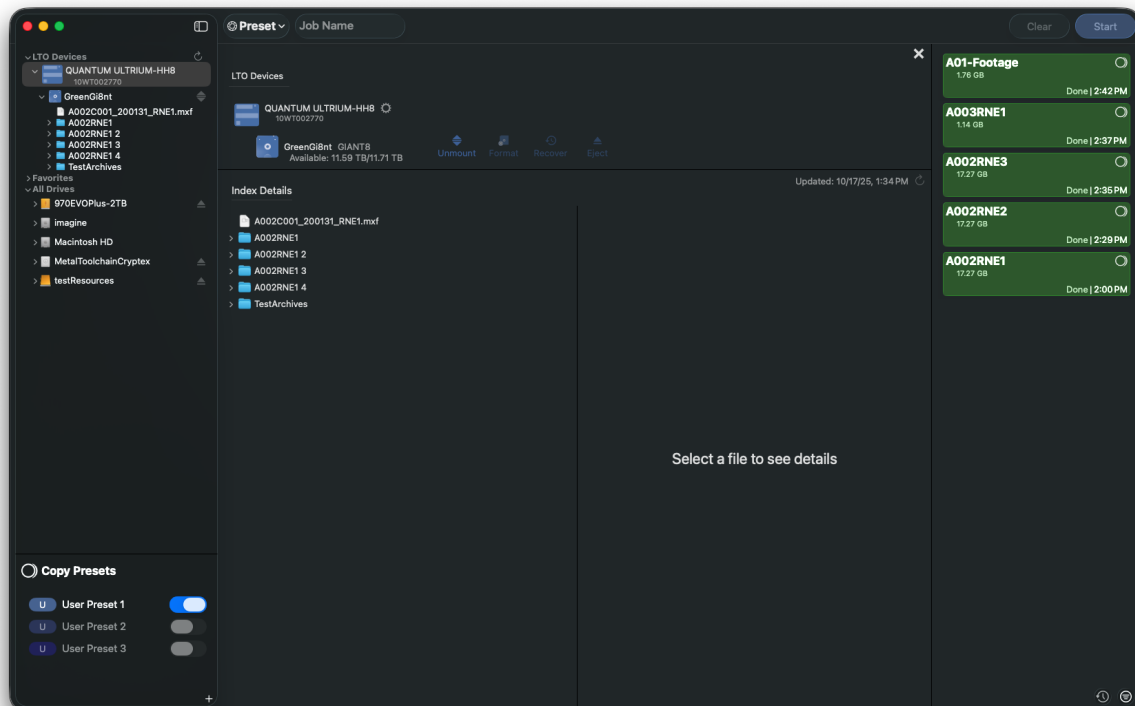
Tape Index and Caching

myLTO update allows for an *Index* to be loaded upon connecting a drive and a tape, which shows the complete contents of your tape. This index offers various benefits, including the ability to browse your tape's contents without causing it to spin, which saves time and extends both your deck and your tape's lifespan.

This index can be accessed in two separate ways. The first is by selecting the drop-down arrow to the left of your tape icon in the left hand side of the main view.

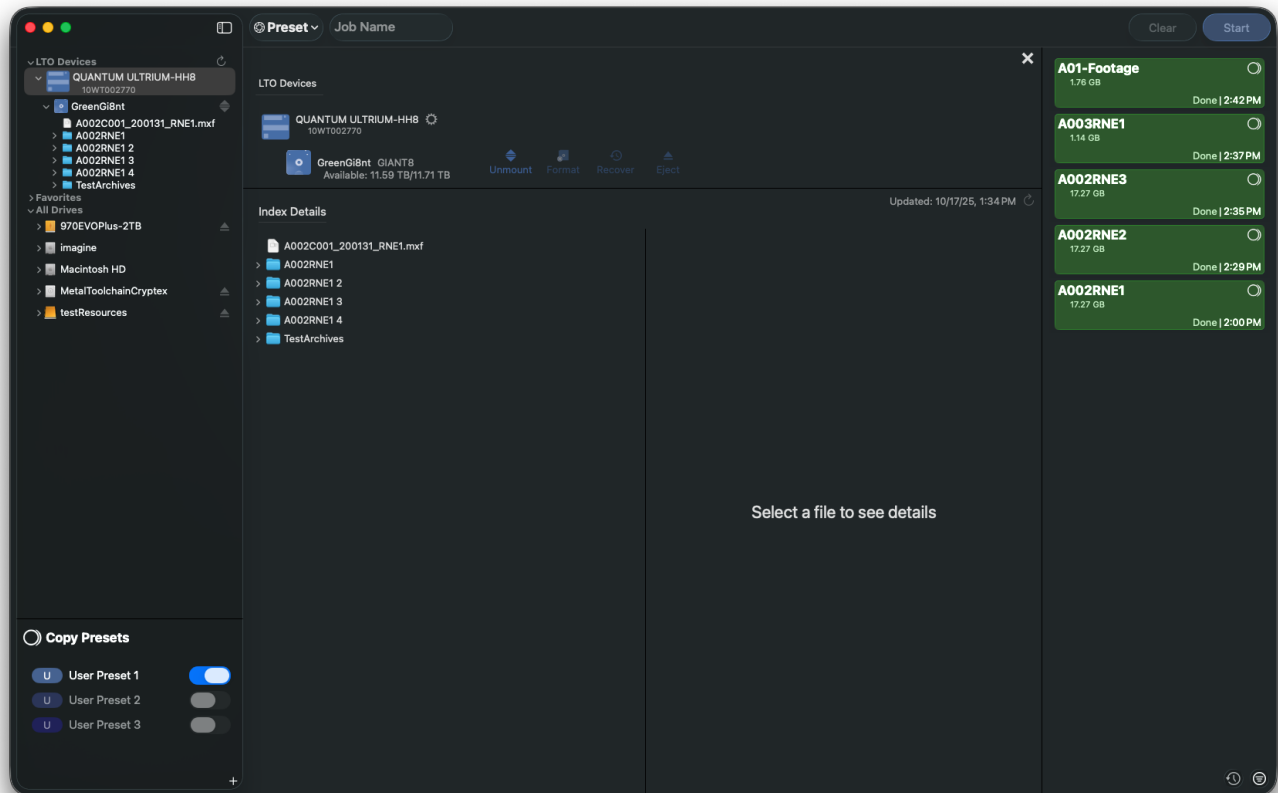


The second way is by selecting either the deck or the tape icon in the same area, bringing up the *Device Details View*, along with your tape's index.



The index also allows you to find files and drag them into the queue for retrieval. With *Optimized Retrieval*, myLTO can retrieve all selected files in one clean pass, further prolonging the life of both your deck and tape as well as providing a notable speed boost.

However, the index does not automatically update when new folders/files are added to your tape. To refresh the index, you must first unmount your tape, and then click the refresh button in the *Device Details View*.



After your index has been loaded once, it will then be *Cached*. This allows myLTO to quickly load in the index without spinning your tape.

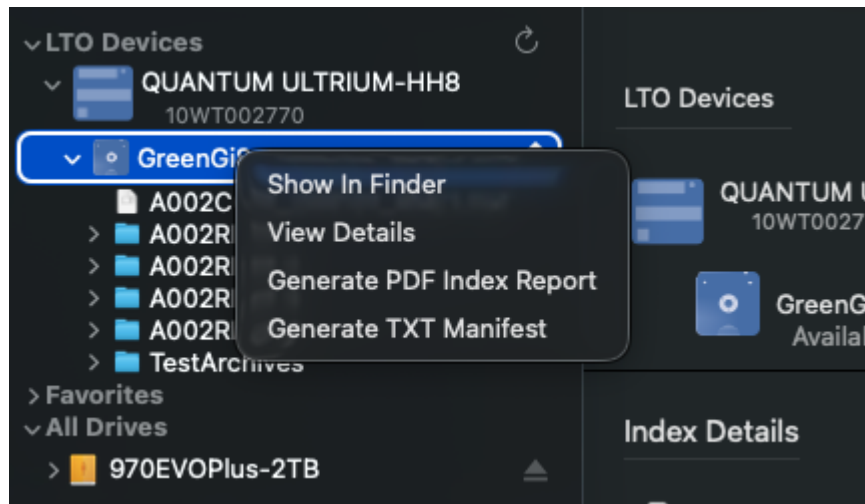
Your tape's index cache will be saved as long as the tape has not been written to by any other software. If this occurs, your tape's index will need to be loaded again.

myLTO will warn you when the current index is out of sync and needs to be gathered again. This warning will appear in the same location as the last updated time and date.

TIP: Even if your index is out of sync you can continue to use it, it will simply be missing the newest entries that you wrote to it.

Tape Report Creation

In myLTO it is possible to generate a TXT or PDF file detailing the full contents of the selected tape. Such reports are useful when you need to share the details regarding past archives with others or for your own personal records.



To generate a Tape Index Report, *Right-click* on your LTO tape and select either *Generate TXT Manifest* or *Generate PDF Index Report*, depending on the report type you'd like to create.

NOTE: Your tape must be mounted in order to generate the *PDF Index Report* type.

After doing so, Finder will open allowing you to select the report destination.

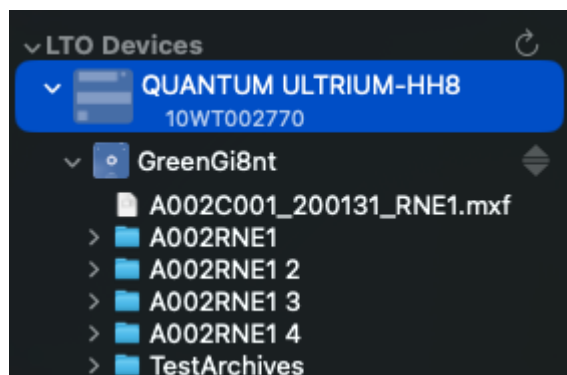
Once your report has been generated, open the location selected in Finder to view it.

Deck Controls

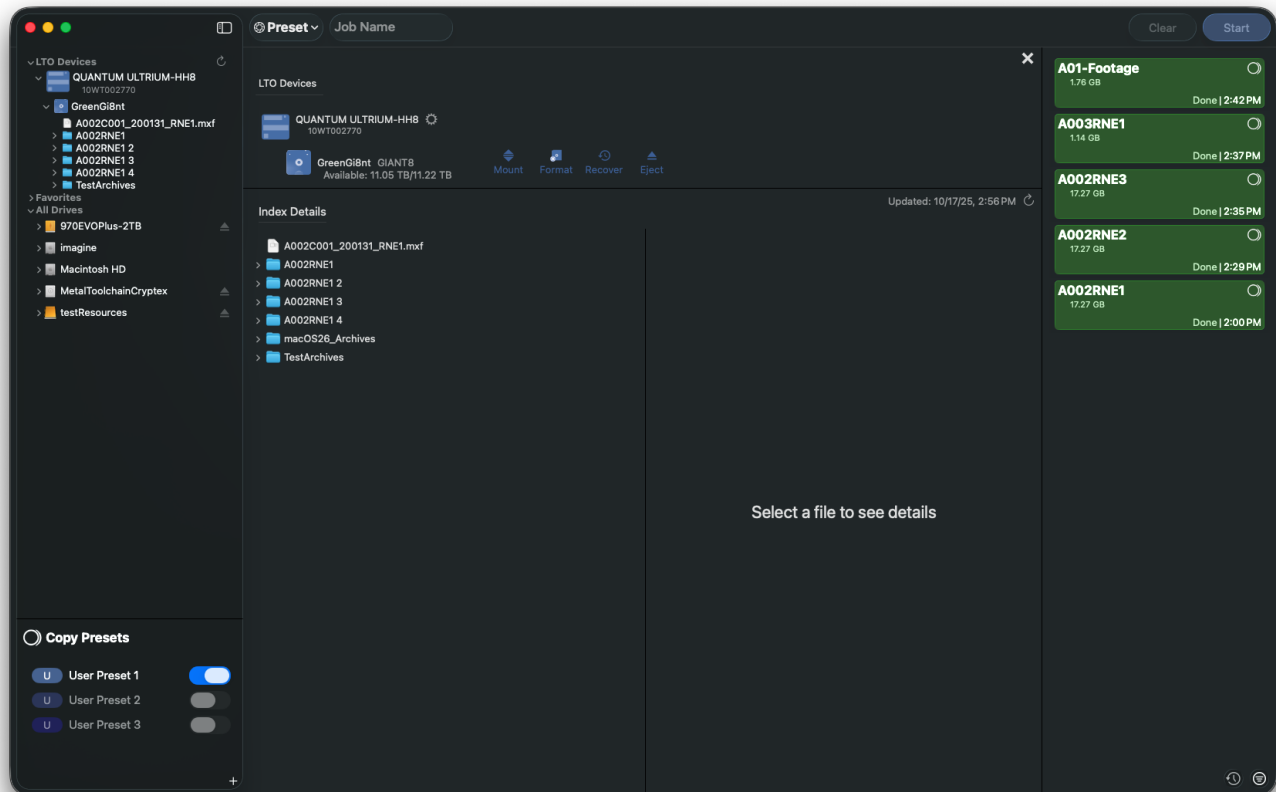
With the LTO drive connected to your computer, select the device from the side menu to the left, titled *LTO Devices*.

To the right of this list is a *Refresh* button. This button is used to load in your LTO deck and tape when connecting them to your computer.

TIP: If your deck or tape are not appearing even after they have been plugged in, use the *Refresh Icon* to refresh the view.



There are two parts to the deck control area. The top half is a list of all the controls for the selected deck. Each deck representation will contain information about your *Deck*, *Tape*, *Advanced Deck Settings*, and *Deck Commands*.

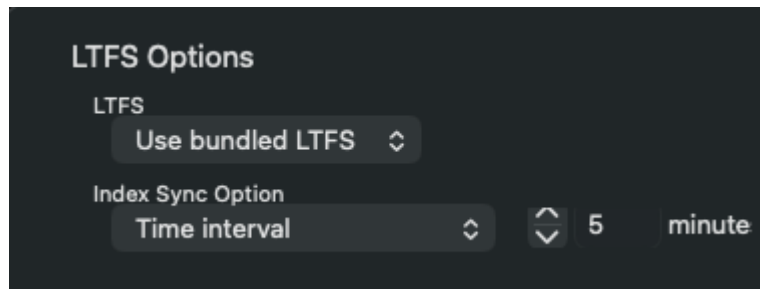


In this view, information about your *Deck* will be available, including the deck manufacturer, model, and serial number. To access the *Advanced Deck Settings*, select the gear icon next to the deck's model.

Additionally, if your *Tape* is loaded in the deck it will include information about the manufacturer, its tape label, and its serial number. If a tape is not loaded, this section will contain a gray tape with the message, "No Tape Found." To the left of your tape's label, the Deck Commands are available. A detailed explanation of each will be given soon.

Advanced Deck Settings

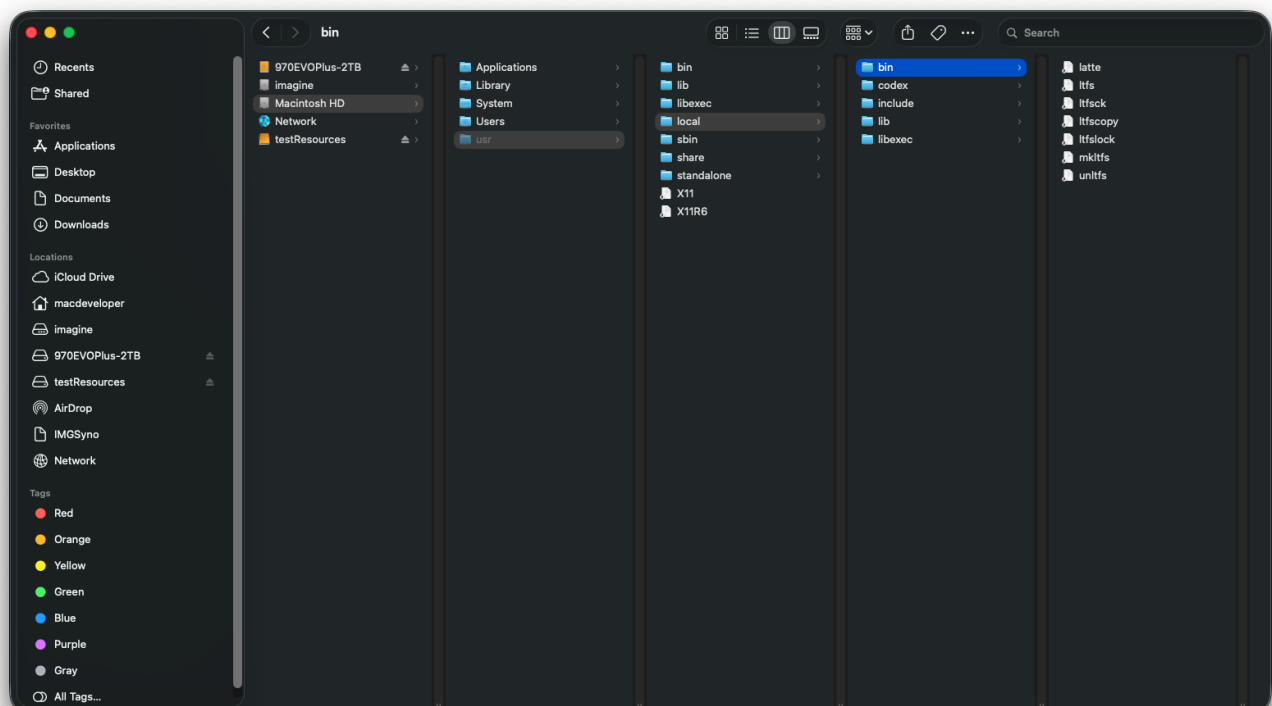
The *Advanced Deck Settings* section is where you will be able to edit both *LTFS Options* and *Mount Options*. To access these options, navigate to the *Deck Control* screen and select the *Gear Icon* to the right of your tape's model and name.



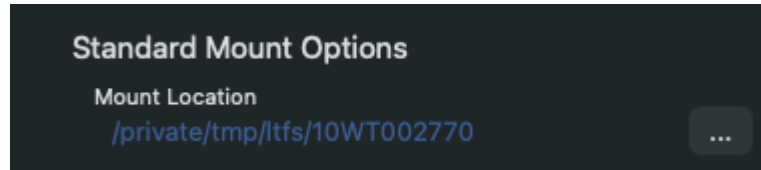
The top section, titled *LTFS Options*, gives you control over a number of different options. First, select the *LTFS* that you would like to use. This option will default to the built-in bundled LTFS.

However, if you have installed a *custom LTFS* you can browse to the location on your local machine where it is installed, usually `/usr/local/bin`. This location must contain an LTFS executable or an alias to an LTFS executable for it to be a valid selection.

You can use the LTFS executable at the specified location to perform LTFS operations. If you are not sure where the LTFS executable is installed, you can click the `"..."` button on the right of this row to open a file picker, which will allow you to choose the LTFS executable.



The LTFS executable is often an alias to an actual LTFS installation. If this is the case, once *Open* is selected, the alias location will be resolved to the actual location.



TIP: If an issue ever arises with the selected location, it is recommended to reset this path to the location `/usr/local/bin/ltfs`.

The second option, *Index Sync Options*, allows you to select how often the tape index will be saved in memory and added to the tape before it is unmounted. If this process becomes out of sync there is the potential for data loss. From the dropdown menu, users have multiple options on how to handle it.

On Unmount will only save the tape index after you have finished working with your tape and unmounted it.

TIP: While this is the fastest option, it is also the most risky. If something were to go wrong while writing to tape, you could possibly lose all of the data from this session.

Time Interval is the LTFS manufacturer recommended option and allows you to save the tape index at custom intervals ranging from every minute to every 30 minutes.

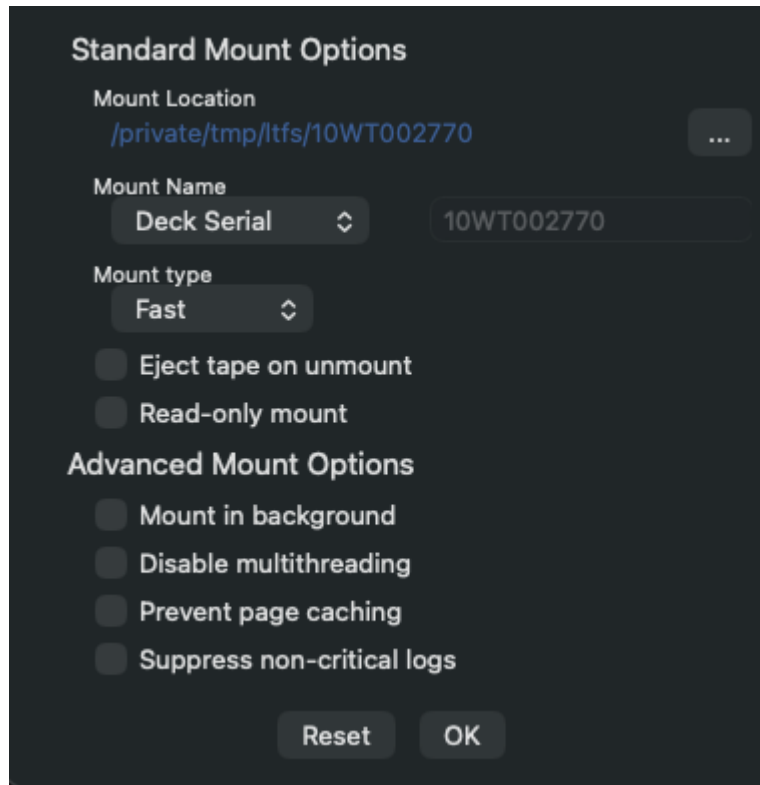
TIP: the more often you save the tape index, the longer the replication will take.

File Close will save the index after every file write. However, it is important to note that this can result in significant overhead if syncing occurs too frequently. If only a few large files are being written, the additional overhead may be minimal. However, if many files are being written, the overhead can be very significant.

The final option is the LTFS section is titled *Override Buffer Size*. This option allows you to specify the size of the 'chunks' being both written and read.

NOTE: This setting can be used when attempting to optimize your archive and retrieval speed. It also helps to prevent 'shoe-shining', which can extend the life of your tape.

Directly underneath the LTFS Options are two sections detailing the mount *Standard Mount Options* and *Advanced Mount Options*. These options give you numerous ways to customize your set-up.

The image shows a 'Standard Mount Options' dialog box with a dark background. It contains several settings: 'Mount Location' is a text field with the value '/private/tmp/lufs/10WT002770' and a dropdown arrow; 'Mount Name' is a dropdown menu set to 'Deck Serial' with a text field containing '10WT002770'; 'Mount type' is a dropdown menu set to 'Fast'; there are two unselected radio buttons for 'Eject tape on unmount' and 'Read-only mount'; a section titled 'Advanced Mount Options' contains four unselected checkboxes: 'Mount in background', 'Disable multithreading', 'Prevent page caching', and 'Suppress non-critical logs'. At the bottom are 'Reset' and 'OK' buttons.

Standard Mount Options

Mount Location
/private/tmp/lufs/10WT002770

Mount Name
Deck Serial 10WT002770

Mount type
Fast

☐ Eject tape on unmount
☐ Read-only mount

Advanced Mount Options

☐ Mount in background
☐ Disable multithreading
☐ Prevent page caching
☐ Suppress non-critical logs

Reset OK

Mount Location allows you to select the destination that your deck will be mounted when the mount command is issued. If the tape is currently mounted, it will give the file system path to the mount location. By default, myLTO mounts decks to the tmp folder to help ensure minimal overhead and lingering mount-related file system items.

Mount Name lets you choose how you would like to name your deck. Options include naming it after your Tape Barcode, Tape Serial Number, or a custom naming convention.

Mount Type allows you to choose from three different ways to mount your tape. Options include; Standard Mount, Fast Mount, and Force Mount.

TIP: In myLTO a background mount cannot be used with a set-up involving Quantum LTFS, macFUSE 4.8, and macOS 14.

Standard Mount will mount your tape whilst performing some very minor recovery routines. While these routines could fix some issues, they will also increase the time it takes to mount your tape.

Fast Mount can help you avoid overhead when first mounting your tape. Selecting this option will skip the error checking routine that Standard Mount would perform, saving time.

Force Mount will allow you to perform tape actions, even if a tape can not be detected. This mount type should be used if your tape is having issues and is not appearing in myLTO.

TIP: Force Mount can also be used to format a brand new tape that is not appearing in myLTO.

Eject on Unmount is a handy option to kick the tape from the LTO drive when you're finished, as Dismounting and Ejecting are two different commands.

TIP: To Eject the tape manually, be sure to first Dismount it through the software. Then press the Eject button on the tape drive for a second and wait for the tape to expel from the drive.

Read-only Mount allows you to command the tape to mount in read-only mode, which will prevent new items from being written to the tape. This corresponds to the mount command's `-o ro` option.

Mount in Background allows you to choose between either a *Foreground* or a *Background* mount. While a background mount is the default LTFS, a foreground mount may be used in some situations.

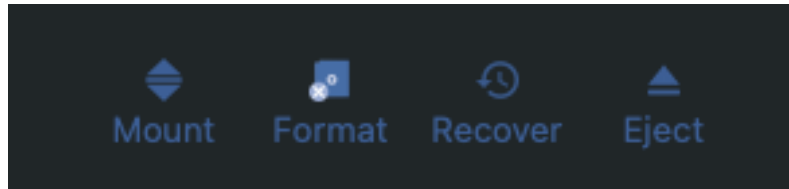
Disable Multithreading corresponds to the macFUSE `-s` option.

Prevent Page Caching bypasses the macOS page cache for both read and write operations and corresponds to the *LTFS* command's `-o direct_io` option.

Suppress Non-critical Logs is the final option and disables all non-critical LTFS messages. It corresponds to the *LTFS* command's `-o quiet` command.

Tape Commands

Below you will find a detailed explanation of each of the Tape Commands available for working with your tape.

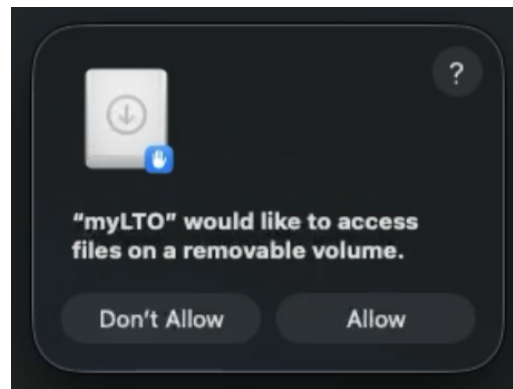


Mount LTO

A tape can be mounted by pressing the *Mount* button on the deck representation in the deck list. When the mount command is issued, a pinwheel will appear next to the LTO Devices indicating the mount is in progress and information about the mount will be displayed in the LTFS logs.

Once the tape is almost finished mounting, you may be prompted by the os to allow myLTO to access certain locations. If prompted, please select *OK*.

TIP: To avoid these pop-ups give myLTO Full Disk Access in System Settings.

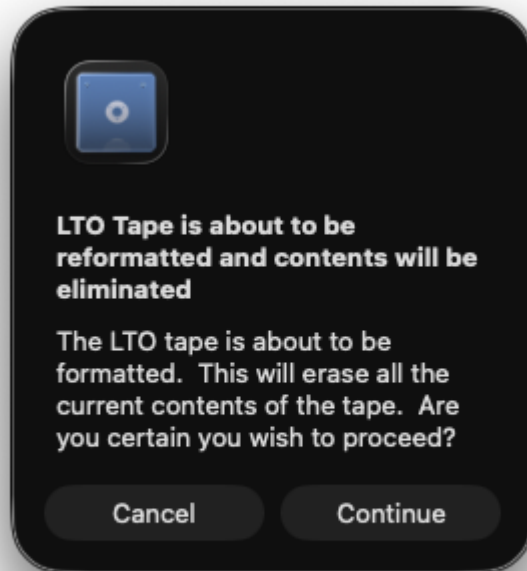


TIP: If the mount was successful, the device representation will gray out most options and only permit the Unmount command.

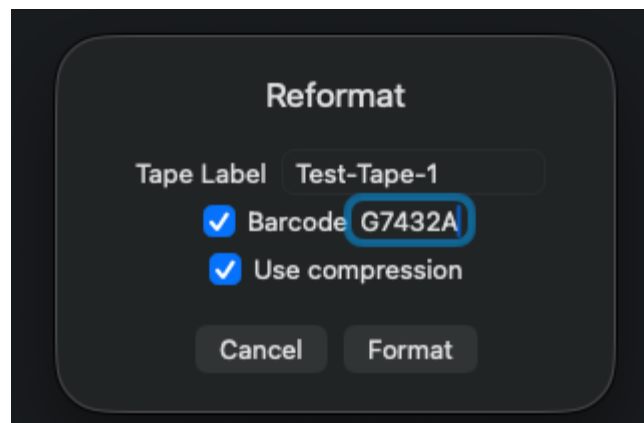
Once the tape is mounted, there will not be a representation of the mounted drive in the *All Drives List*. This is because navigating the drive like a standard mounted volume is not recommended. If you would like to view the drive mounted in Finder, you can do so by right clicking the drive and selecting Show in Finder.

Format Tapes

Ultrium LTO tapes are supplied in an unformatted state. The first time you load a tape in the deck myLTO will detect whether the tape is properly formatted for LTFS use. This option can also be used to wipe and reformat a tape. Selecting this icon will open a confirmation screen. To proceed with the mount, press the *Continue* button.



Pressing *Continue* will open a panel which allows you to specify the information to be applied to the tape during formatting.



The first option, *Tape Label*, allows you to set a custom name for your tape to easily identify it in the future.

CAUTION: Tape Labels cannot contain any special characters (e.g. ~, #, \$, \, /, *, etc).

The next option, *Barcode*, allows you to set your tape's barcode to a custom 6 character combination. This code must only contain numbers and capital letters and can only be set when formatting the tape.

TIP: For best organization, we recommend using a consistent simple serial number for your tapes. As your library of archives grows, this will facilitate sequential shelving and finding the correct tape when retrieving files.

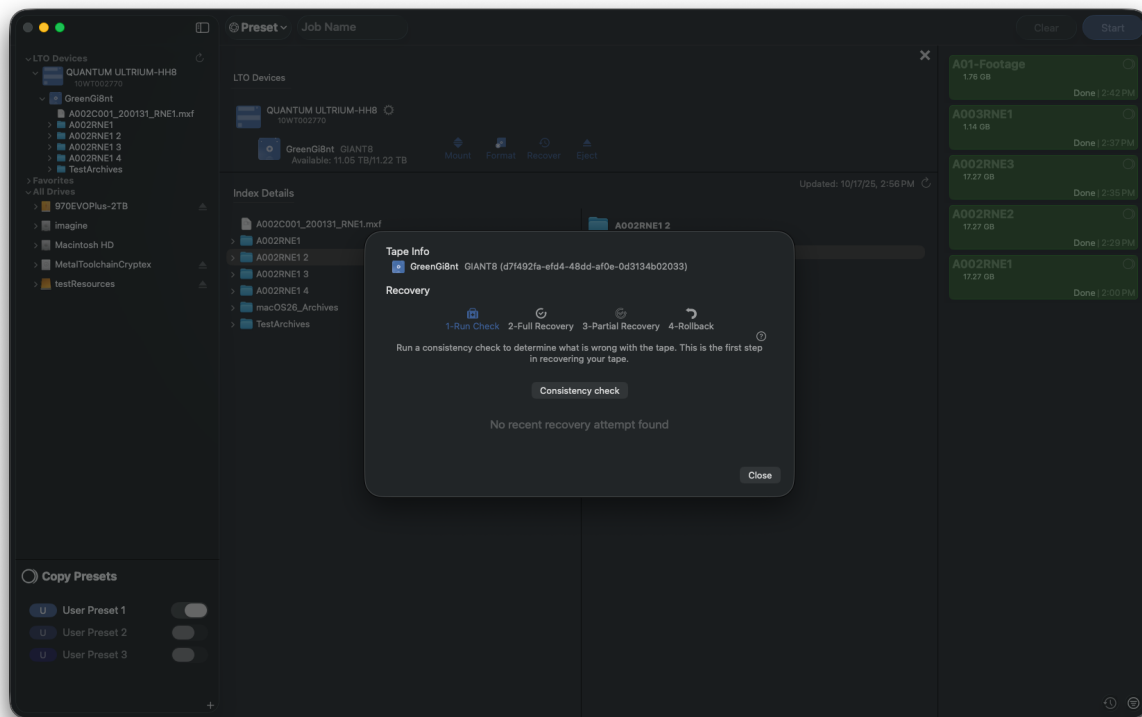
A unique Tape UUID is assigned by the drive during formatting. This is an un-editable field and is for systems to be able to positively identify the tape.

The final option, *Use Compression*, allows you to define if your files should be compressed on entry. For best performance in archiving video files, leave this option unchecked. Compressed mode will impede write speeds and will not increase tape capacity unless the files you're backing up are compressible (e.g. text files).

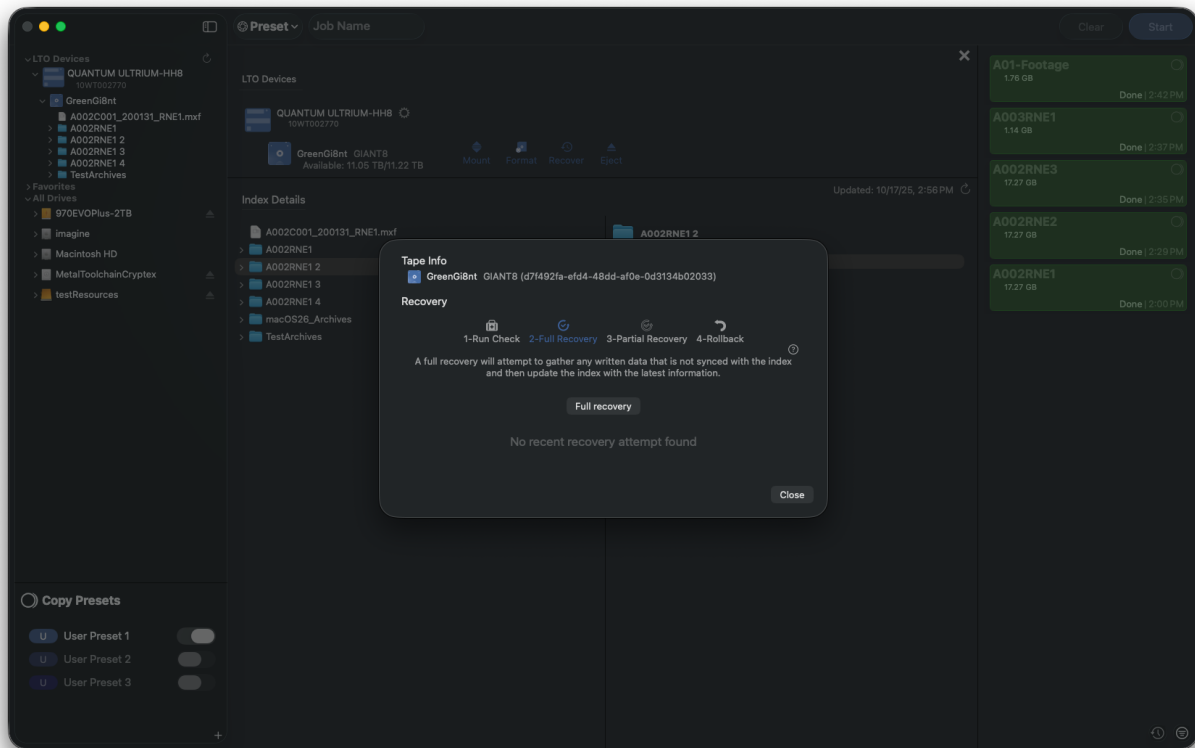
Recover LTO

If an error occurs in your LTO tape, you can attempt a recovery to try and save the data on the tape. Click *Recover* to open another window with the recovery options.

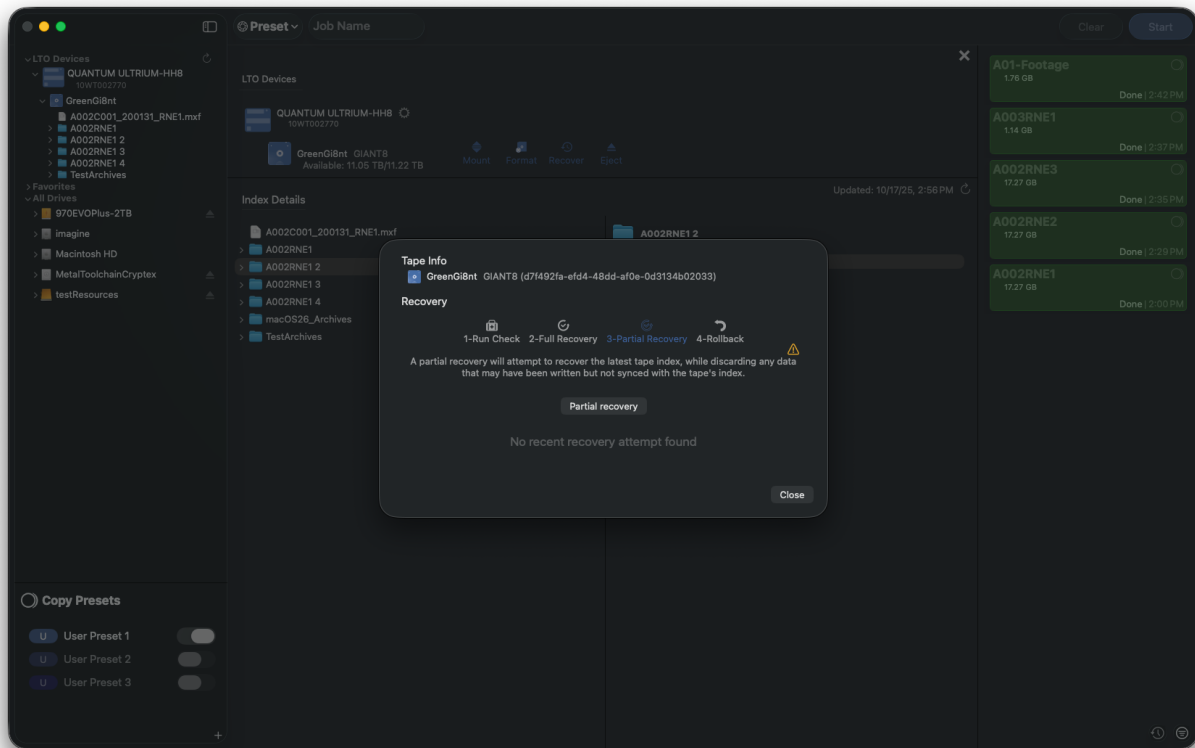
When the window appears the first option, *Run Check* will determine if recovery is needed. In some cases this option will fix the issue and no actions will be needed.



If recovery is needed there are three *Recovery Methods* available, the first is titled *Full Recovery*. This option will attempt to recover your missing data from the tape by gathering any written data that has not yet been synced and adding it into the index.

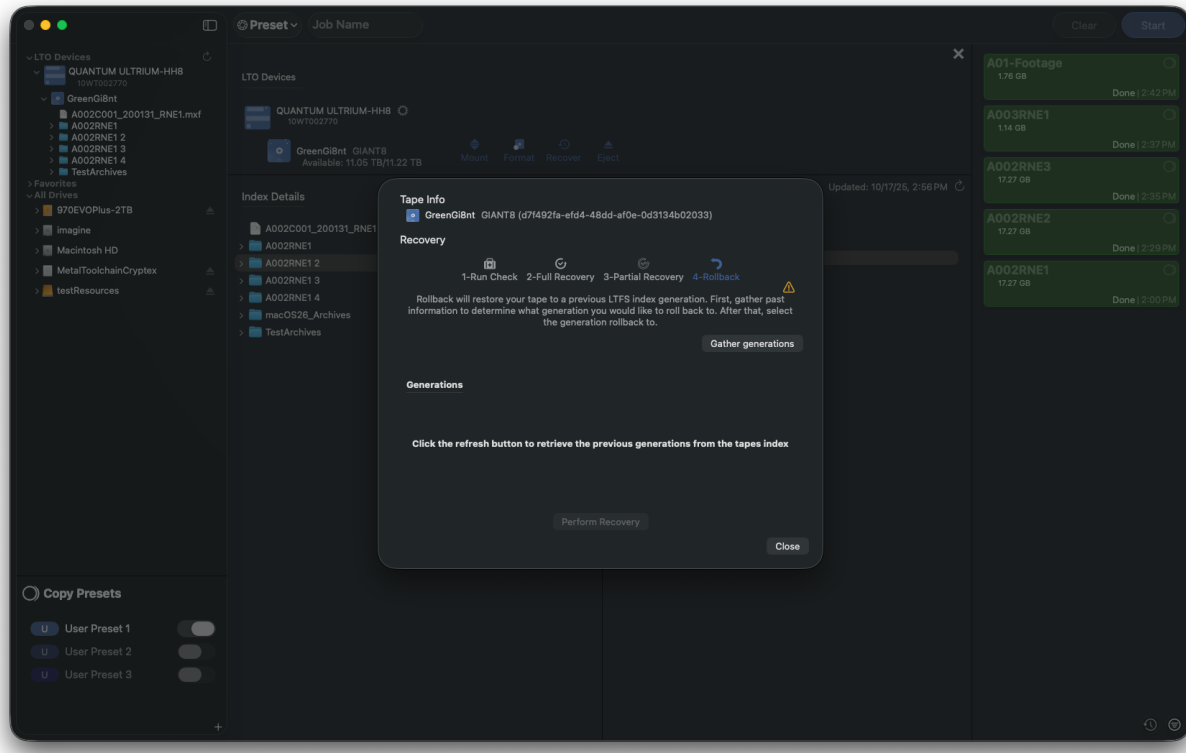


The second option, *Partial Recovery*, will try to rectify the tape's issues by discarding any changes to the data blocks that the tape's index does not have information about. This may result in data that was written since the last tape index sync being lost.



The final recovery method, titled *Rollback*, allows the user to select a previous generation of

LTFS. The tape will then revert back to the specified generation.



CAUTION: Rolling back to a prior generation will result in the loss of data for all generations which came after the rollback generation.

Before a rollback can occur, the previous generations need to be determined. These can be found by selecting the button marked *Gather Generations*. Once the button is pressed the index generations will begin to populate the view. After the index to which you would like to rollback has been generated, you can select the button marked *Stop*.

After finding the desired generation, select it, and then click *Perform Recovery*.

TIP: This option should be considered a last resort. It is recommended that you select the most recent generation when rolling back to minimize the amount of data lost.

Eject LTO

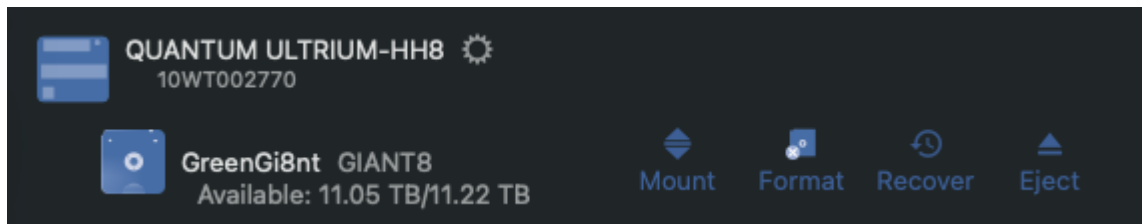
The *Eject* option will physically eject your Tape from your LTO deck. This option should only be selected when you are finished using your tape.

NOTE: This eject option differs from the one seen on the left hand side of your screen in your list of drives. The eject icon located in the drives list will unmount your drives from the file system.

Unmount LTO

Unmounting the LTO drive disconnects it from the operating system's file system. This

command does not eject the tape, however, it does include final updates to the tape's index so please be patient after selecting this option.



If you've enabled the *Eject on Dismount* option, the tape should be expelled from the LTO drive once the unmounting has completed.

To manually eject the tape, depress the *Eject* button on the tape drive for a second.

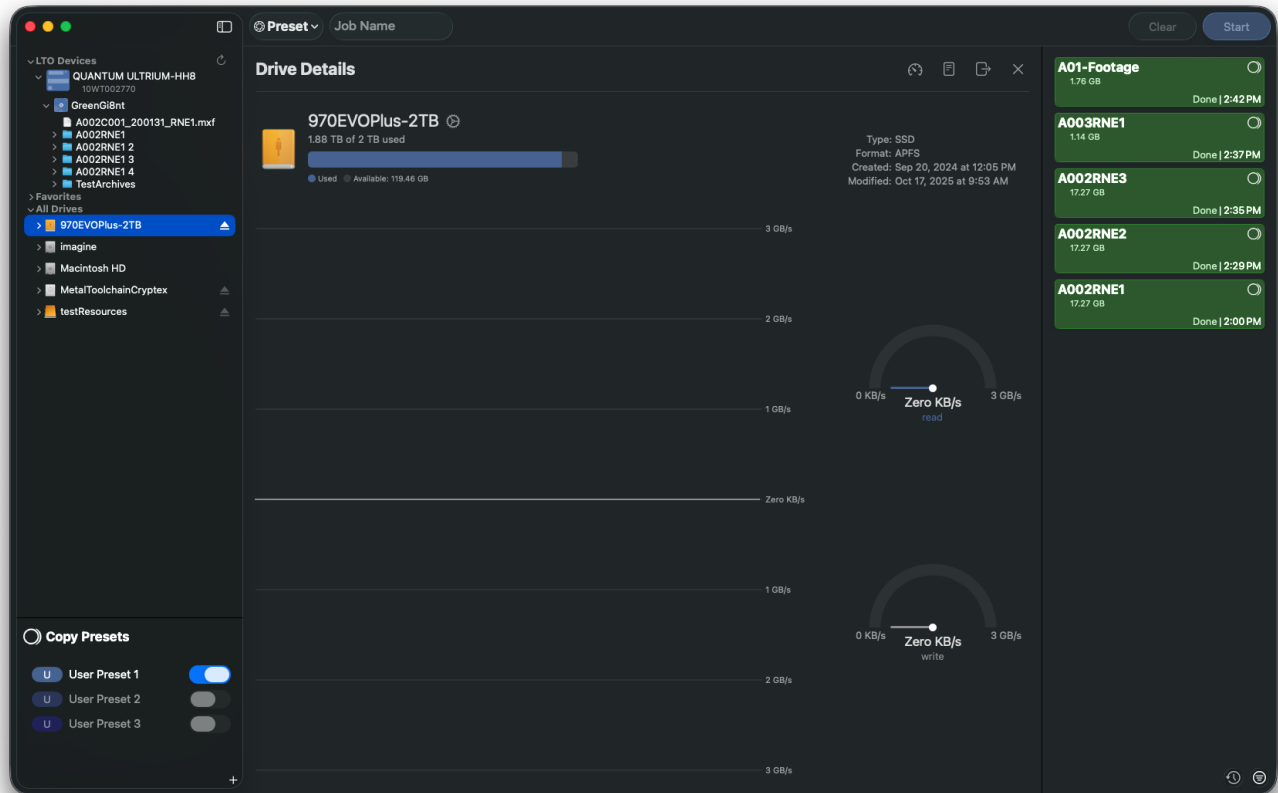
If a tape fails to eject, pressing and holding the eject button on the deck for 15 seconds will invoke the deck's force ejection routines. Take caution, however, as force ejecting a tape can have the potential for data loss if the tape is actively working on a data IO operation.

Drives

myLTO also allows you to access and copy media from standard drives.

Drive Details

Click on a drive's representation in the left panel to open its details. Here you can view specific information about the drive read and write speeds. Selecting a drive that is currently in use will show speed information, updated in real time.



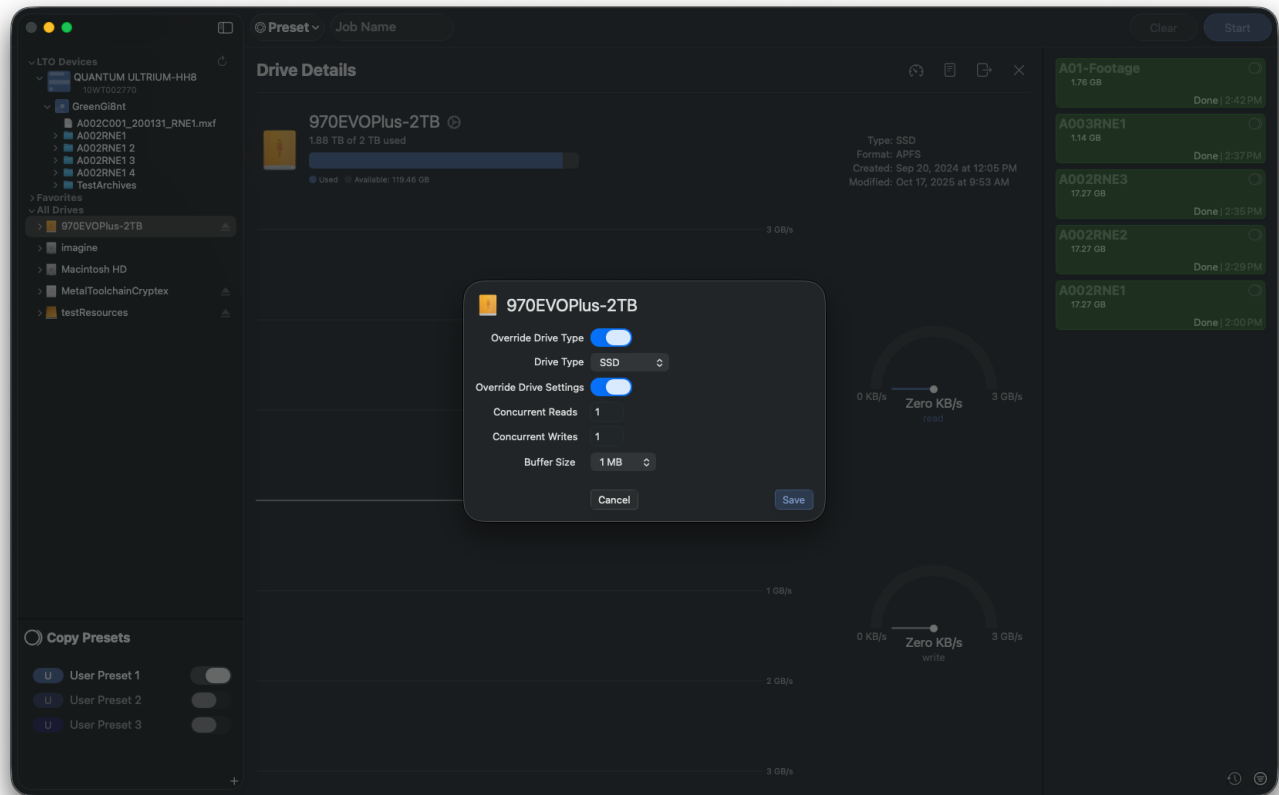
You can also see information including when the deck was *Created*, when it was last *Modified*, its total *Capacity*, the amount *Available* and the amount *Used*.

Clicking the icon directly to the left of the X icon, in the upper right corner of this window, will open the selected deck at its location in Finder.

When selecting a standard drive, also allow for you to perform speed tests to benchmark read and write speed.

Type Specification

Select the *Gear* icon to the right of your deck name to edit its type, as well as other deck specific settings.



To override the drive type, select the toggle next to *Override Drive Type*. This will allow you to manually select a drive type from the dropdown list.

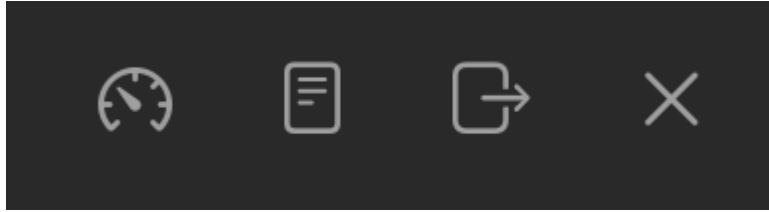
To instruct myLTO to use the default drive type, select the corresponding option from the list.

In this view, users also have the option to override *IO settings* including *Concurrent Reads*, *Concurrent Writes*, and *Buffer Size*.

NOTE: These settings are for advanced workflows. We recommend testing them using the built in speed test (detailed below) before finalizing your changes.

Index Report Creation

To create an index report for your tape, select the button directly to the right of the speed test button.

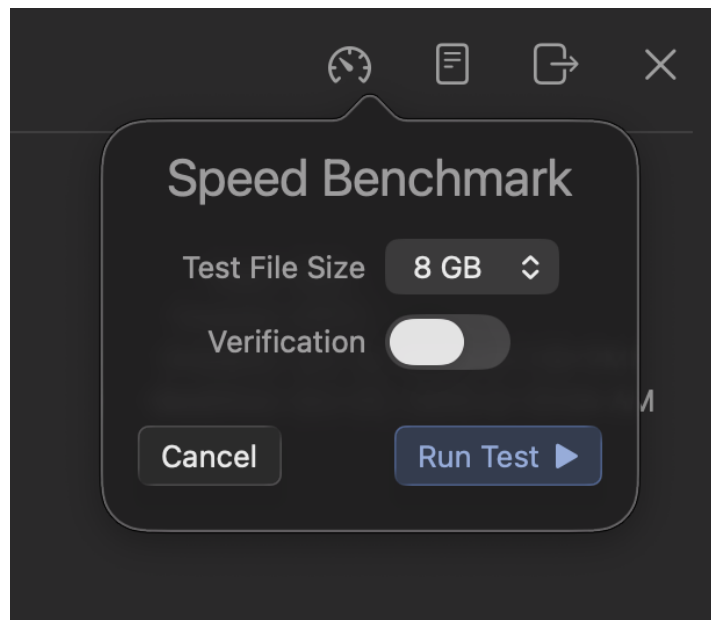


Upon doing so, a pop up will appear allowing you to select a destination in Finder. After making your selection, a report job will appear in your jobs list and will generate an index report.

You can select it to view your generated index report and open it in Finder.

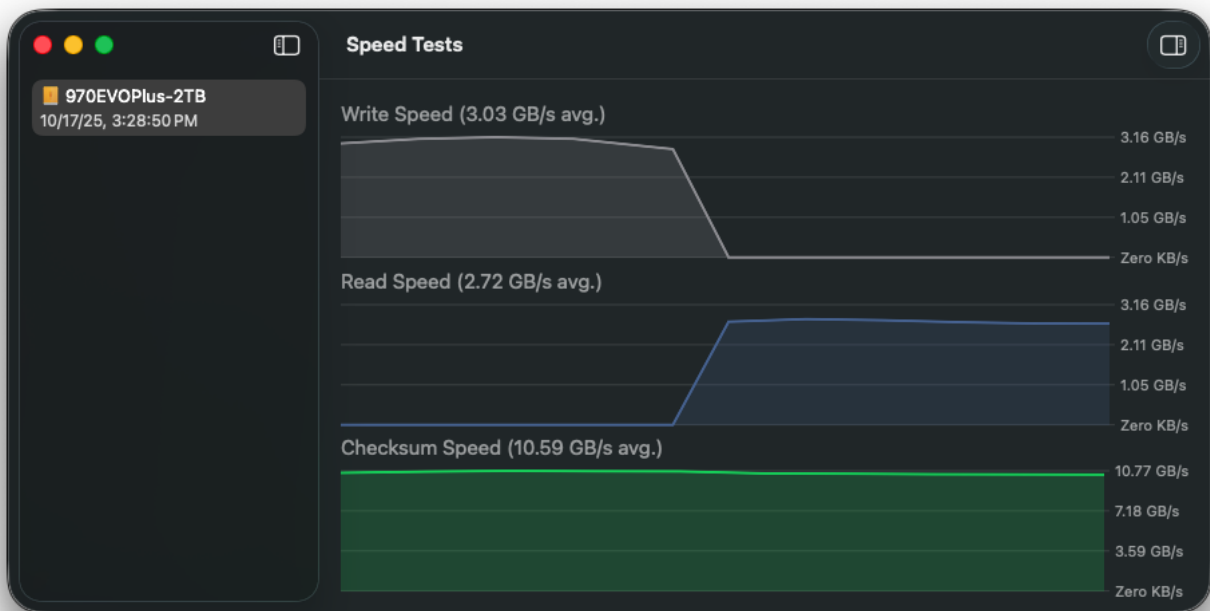
Speed Benchmarking

To benchmark the speed of your drive, select the *Speedometer* icon.



Selecting this icon will cause a flyout menu to appear allowing you to edit the *Test File Size*.

After selecting *Run Test*, the test will begin and you will be able to monitor your drive's read and write speeds in real time. Upon completion, a pop-up will appear displaying information about the completed speed test.

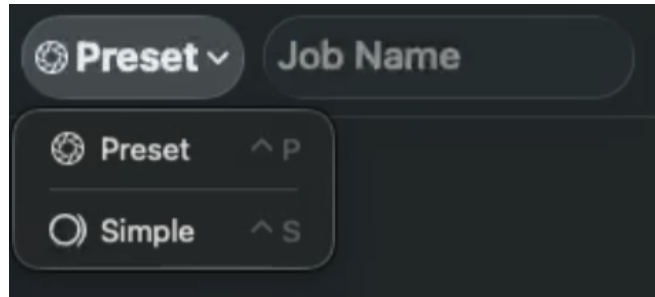


In this pop-up, you will also be able to view past test results for all drives. To view your Speed Test History without first performing a test, navigate to the top menu bar and locate *Speed Tests* in the menu titled *Window*.

TIP: Changing settings such as Concurrent Reads, Concurrent Writes, and Buffer Size may improve speeds. Always test these changes before implementing them into your workflow.

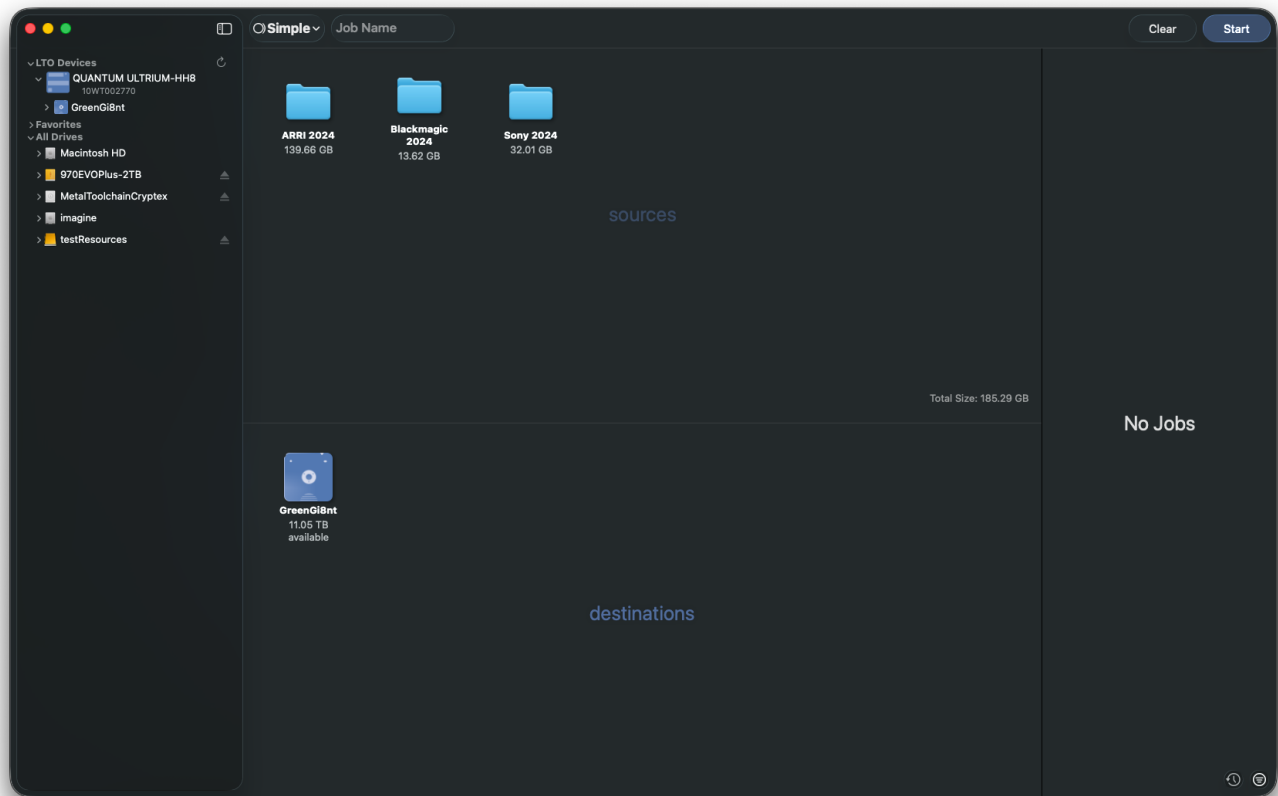
Copy

myLTO has two different copy modes, both of which allow users to securely archive their data from their chosen source(s) to their chosen destination(s).



Simple Mode

Use **Simple Mode** to easily copy from one location to another without creating new output folders.



Simply drag files, folders or entire volumes from the left *Connections List* (or from *Finder*) into the top *Sources* queue area. Likewise, drag output destinations into the *Destinations* area. You may queue multiple items in each of the queues.

You can also right click and select *Browse for Items* to select media directly from Finder.

Items added to the *Sources* queue will display their size directly underneath their icon representation and name. The total size of all items added can be viewed in the bottom right of this queue.

Likewise, items added into the *Destinations* queue will display their size available.

After selecting your source(s) and destination(s) press the button marked *Start* in the upper right to start the copy process.

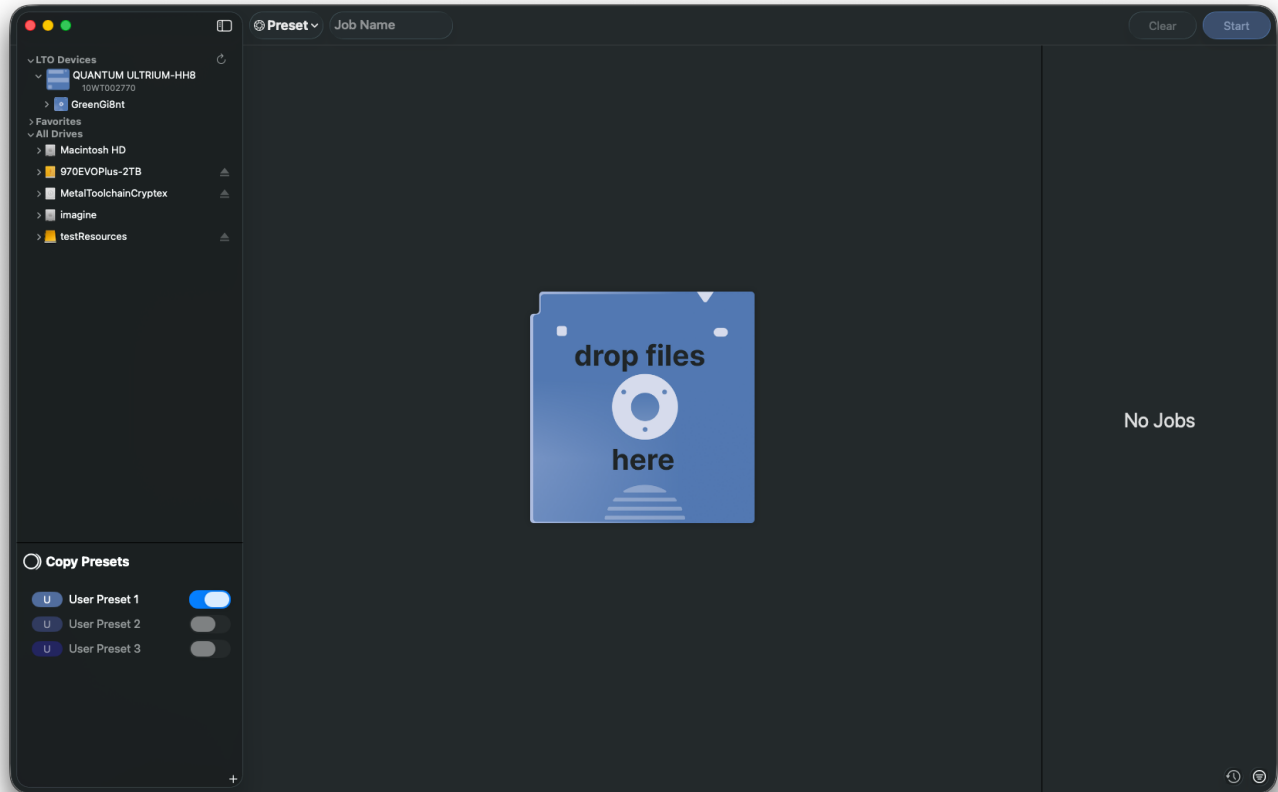
TIP: In *Basic Preferences*, enable *Begin job upon entry to the queue* if you want to streamline your workflow by starting the copy without manually pressing the *Copy* button. To further automate this process, select *Automatically add drives to sources queue* in *Basic Preferences*. Then drag destination(s) into the *Copy To* area before mounting a new volume. When these two settings are combined, connected drives or cards will immediately begin offloading when connected.

TIP: To remove an item from the queue highlight it then press the *Delete* key.

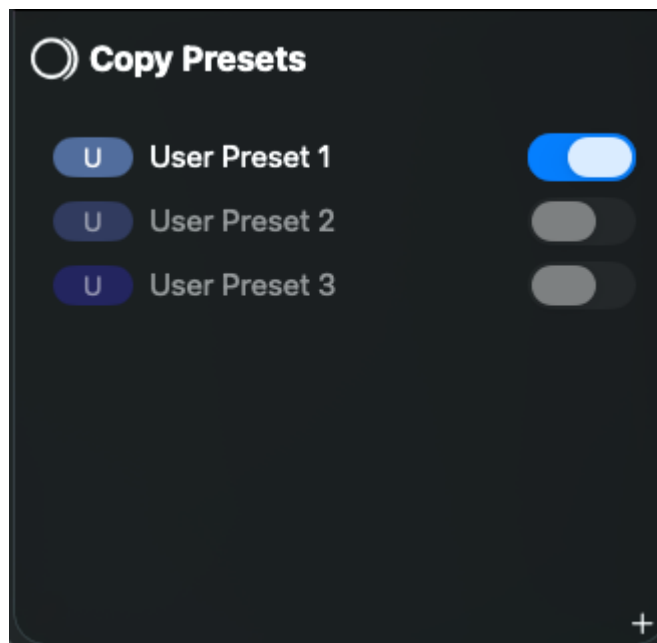
To clear entire queues, click the *Clear* button in the upper right, or right-click in the queue area and select *Clear All Items*.

Preset Mode

To use *Preset Mode*, switch to it using the Toolkit menu found at the left of the toolbar.

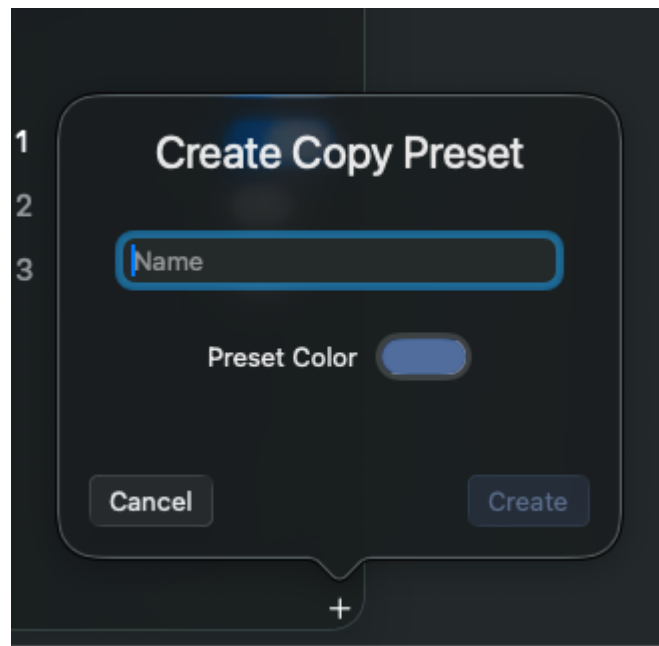


After doing so, you will now see a list of your *Presets* in the bottom left corner of the screen.



You can create your own preset by clicking the **+** icon or by *Right-Clicking* anywhere in the list and then selecting *Create Preset*. A fly-out menu will then appear.

Type in a name in the *Preset Name* box. Presets may be color coded for more distinction or grouping. Click the *Color Swatch* to open a color wheel dialog and select a color.



After you have finished creating your preset it will appear in the list and its editor will automatically open. To begin editing any of your other Presets, select it from this list.

Use the slider to the left of a preset to turn it ON and OFF.

To Delete a Preset, *Right-Click* on it and choose *Remove*, or highlight it and click the keyboard *Delete* button.

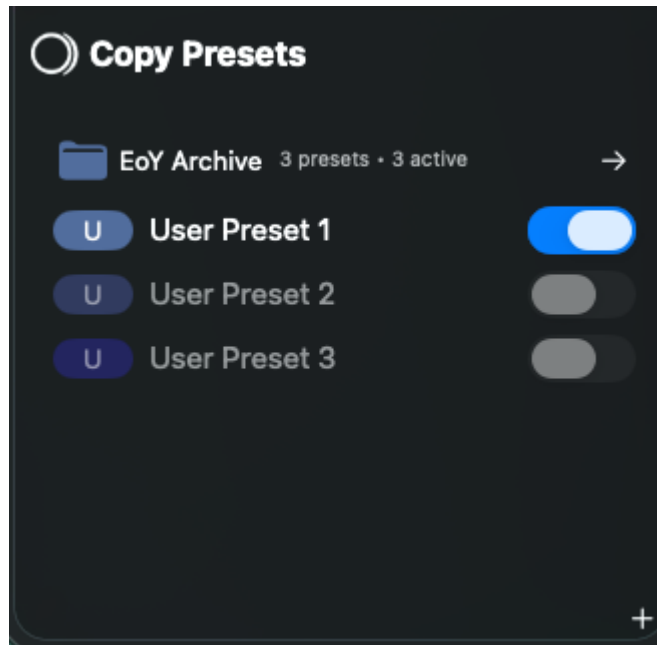
TIP: To easily duplicate complicated naming schemes, select *Copy* after right-clicking to make a copy of the selected preset. Then, change its settings to make it unique.

Presets may be sorted by *Name* and whether they are *Activated*.

TIP: You may import presets from other instances of myLTO.

Preset Folders

In your Presets List, you also have the option of creating *Preset Folders* that you can then use to organize your Presets.



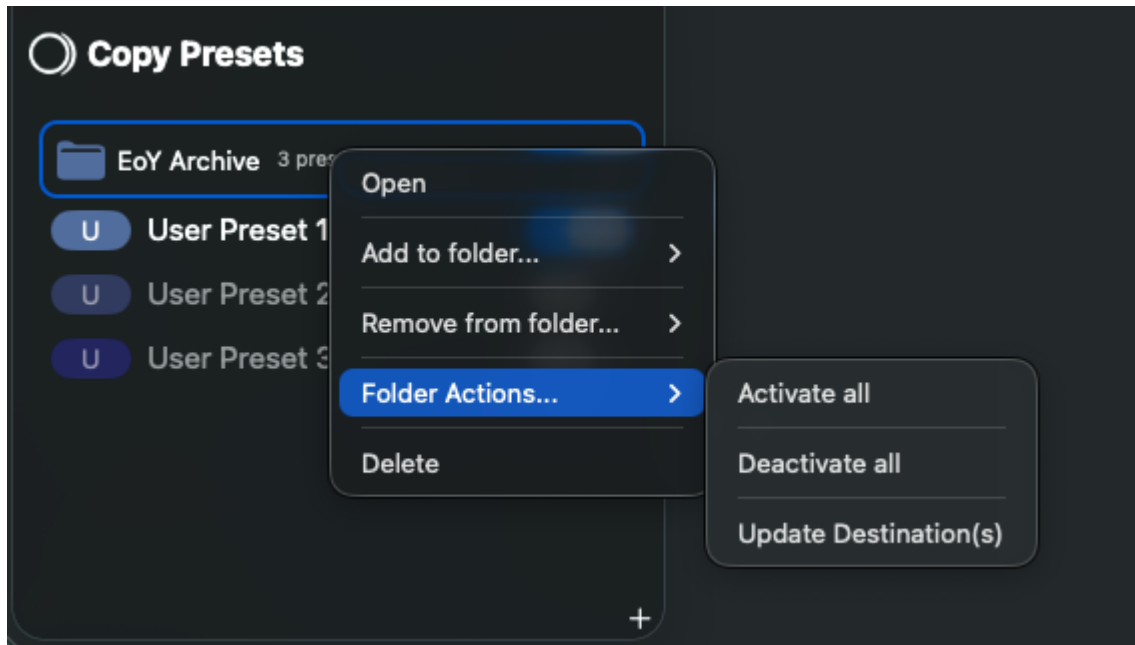
To create a folder, right click anywhere in the Preset List and select *Create New... > Folder*.

You can then add Presets to the created Folder by right clicking (either the folder or a preset) or by dragging and dropping the presets into the Folder.

After doing so, the folder will then have text next to it, indicating how many presets are in the folder and how many are activated.

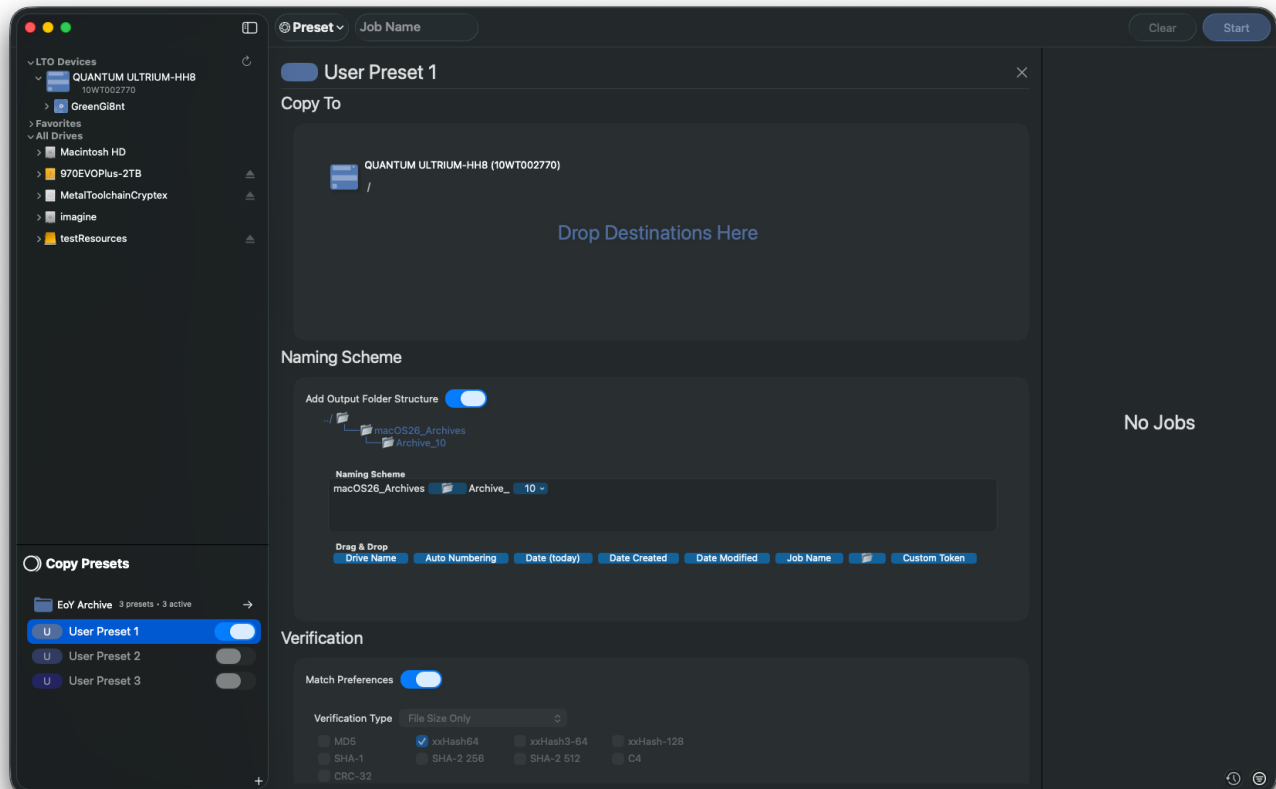
TIP: When performing jobs outside of a Preset Folder, any Presets turned on within that folder will be included in the job alongside those outside the folder. However, if inside the folder, only Presets turned on within that folder will be used when starting the job.

Bulk actions can be performed on presets within a Folder by right clicking it and selecting *Folder Actions...*



NOTE: When selecting to *Update Destination(s)* this will override the existing destinations of all Presets in the folder to what is selected in the subsequent Finder window.

Preset Editor



After opening the *Copy Preset* editor the first options available are to rename the preset and assign it a new color if needed.

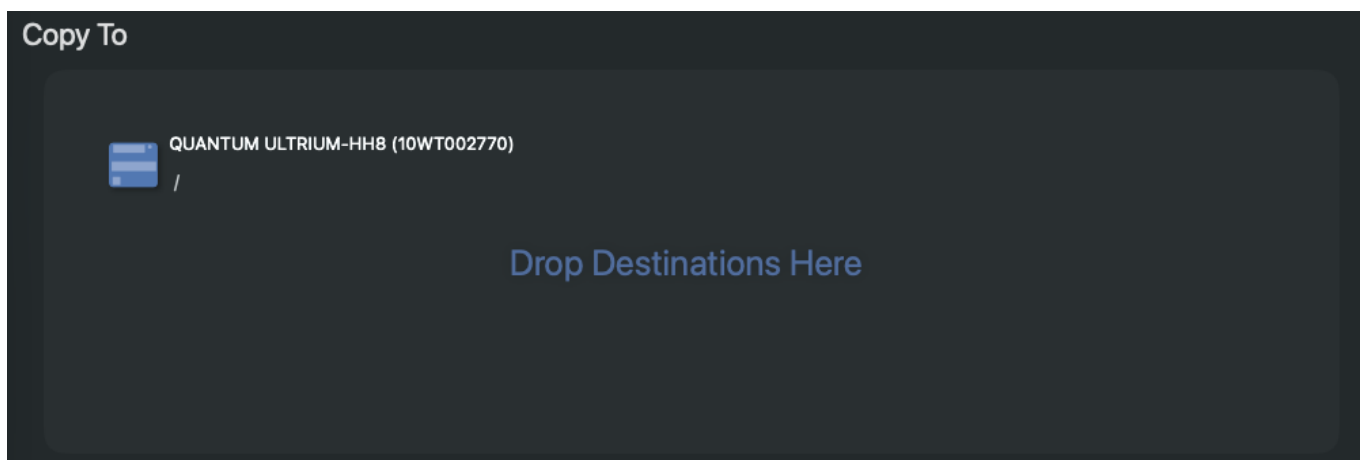
Underneath these options you will find two tabs titled *Offload* and *Organization*, each containing groups of settings.

Offload Settings

The settings under this tab deal with where media is copied to, the verification used, and what gets copied.

Copy To

The first setting found in this section is the *Copy To* location. A Preset can be set to copy to one or more locations at once.

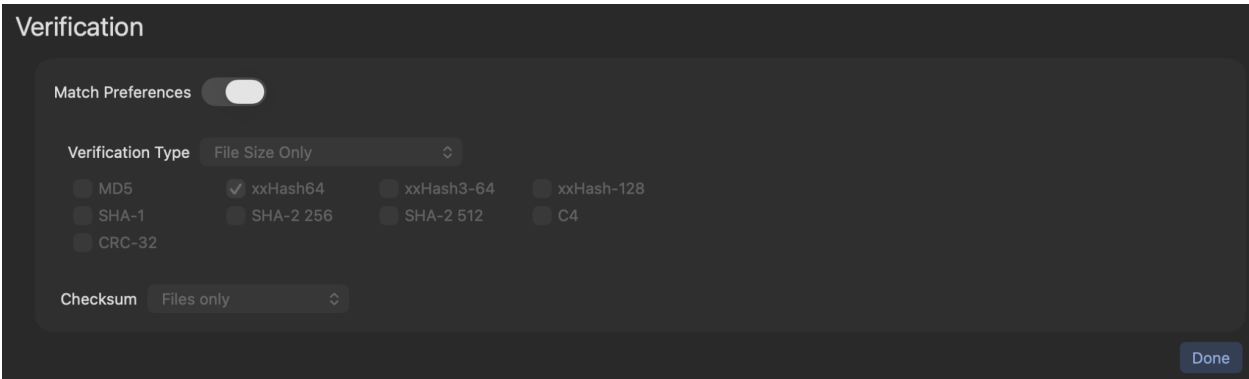


You can also add locations by dragging and dropping into the area or by performing a right-click and then *Browse for Items*.

To remove a destination, right-click and select *Remove Selection*, or select it and press your keyboard's *Delete* button.

TIP: Avoid long path names (those approaching 100 characters or more). These may exceed the Operating System limits with the addition of the card's volume name, subfolders and file names within.

Verification

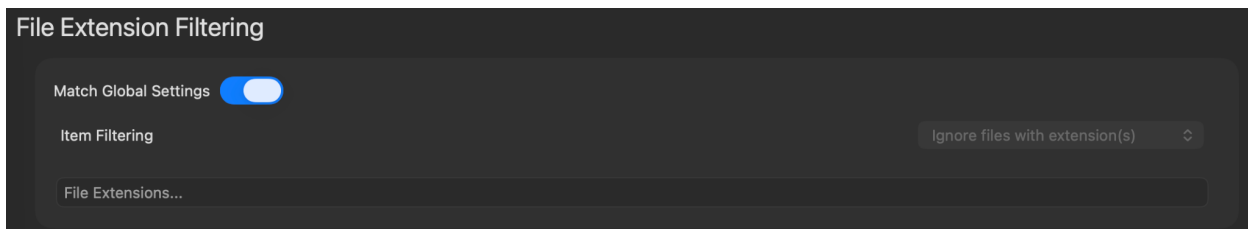


Below this, in the [Verification Section](#), you are given the option to override global verification preferences to customize individual presets.

Refer to the *Verification Preferences* section of this guide for detailed information about the various checksum types and options.

File Filtering

In this section, users can filter the files that are copied on an individual preset level. This will override any existing filtering set in your Global Settings.



Files can be filtered by the File Extension.

Ignore Files with Extension(s) during the copy process, meaning any file with the extension the user specified in the input box will not be copied during the replication process.

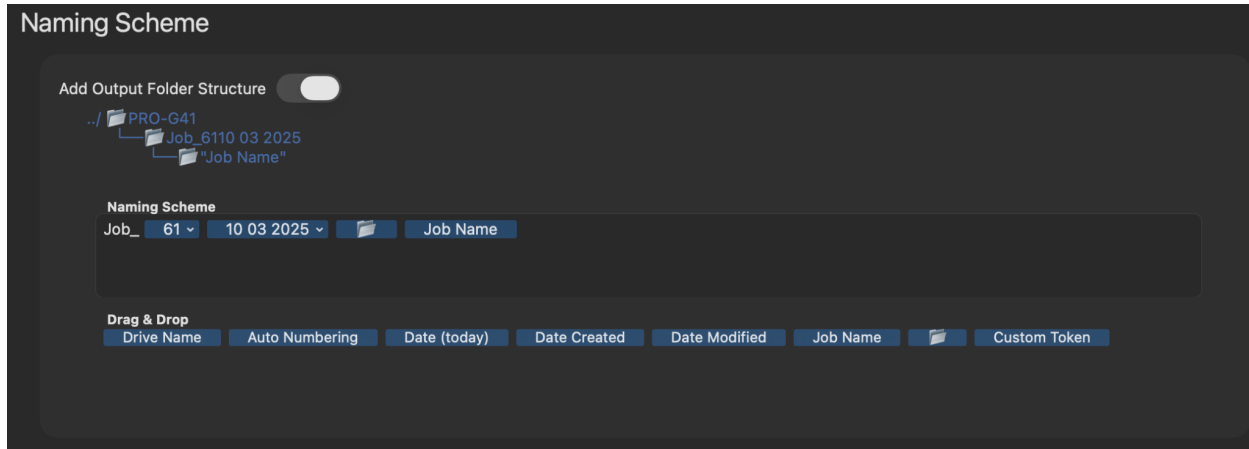
Inversely, you can use the dropdown arrow to change the settings to *Only Copy Files with Extension(s)*.

To learn more about using each of these options, please view the **Global Settings** section below.

Organization Settings

Settings in this tab allow users to organize their outputs into dynamic folder structures while dynamically renaming files.

Folder Structure



Drag and Drop the naming items into the *Output Naming Scheme* box. You may move them around at any time. To create a sub-folder structure, drag the folder icon into your naming scheme, and then type in a chosen name.

Another option is to select anywhere in the naming editor to begin typing custom text.

TIP: Autocomplete allows you to begin typing the name of a token to add to it to the naming scheme. This feature is only available if a token is directly before the autocomplete text (e.g. you cannot type a word or space and then type to use autocomplete).

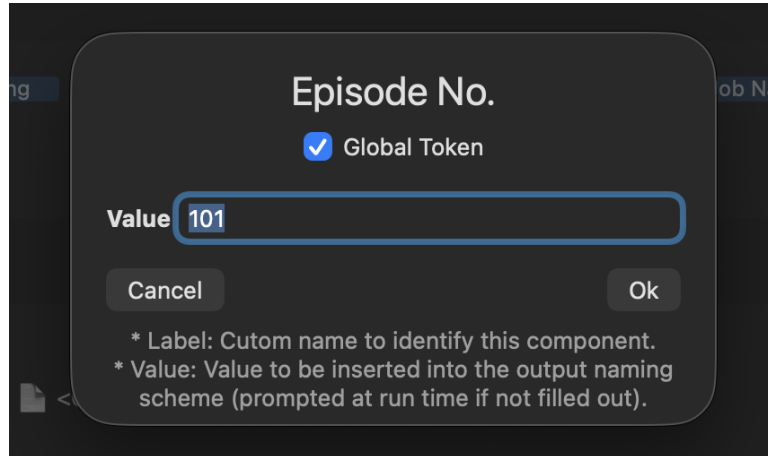
NOTE: Invalid path characters are not allowed in the volume name (e.g. colon “:”, “/”, etc.).

Tokens

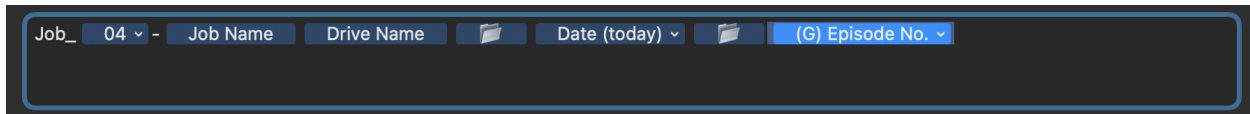
A *Custom Token* is a special naming field. When one is included in your naming structure, the application will prompt for user input at initiation of a copy job. This token is a useful way to prompt for input, such as Project Name, on job start.

A *Global Custom Token* behaves similarly to a Custom Token, but is usable in multiple Presets. Changing the value for the token in any of the Presets, or through the [Global Custom Token Manager](#), will then change the value for the token in each instance it appears in a Preset.

To create a *Global Custom Token*, add a Custom Token to the Naming Scheme. After doing so, click the dropdown arrow to reveal the token menu. Here, you can either select *Edit* to bring up a new menu and mark it as Global Token or you can select from your list of existing Global tokens.



TIP: Once changed to a Global Token, the token will be denoted by the text, (G), next to its name.



ShotPut Pro will not automatically overwrite existing folders, so the naming, whether typed in or automatic, should be unique. If the same name is chosen, ShotPut Pro will prompt for user action.

Today's Date, *Date Drive Created*, and *Date Drive Modified* selections name the copy folder based on the date/time information. These can be useful ways to ensure unique labeling, as well as a way to organize your cards based on when they were filmed (provided that the card contains this information).

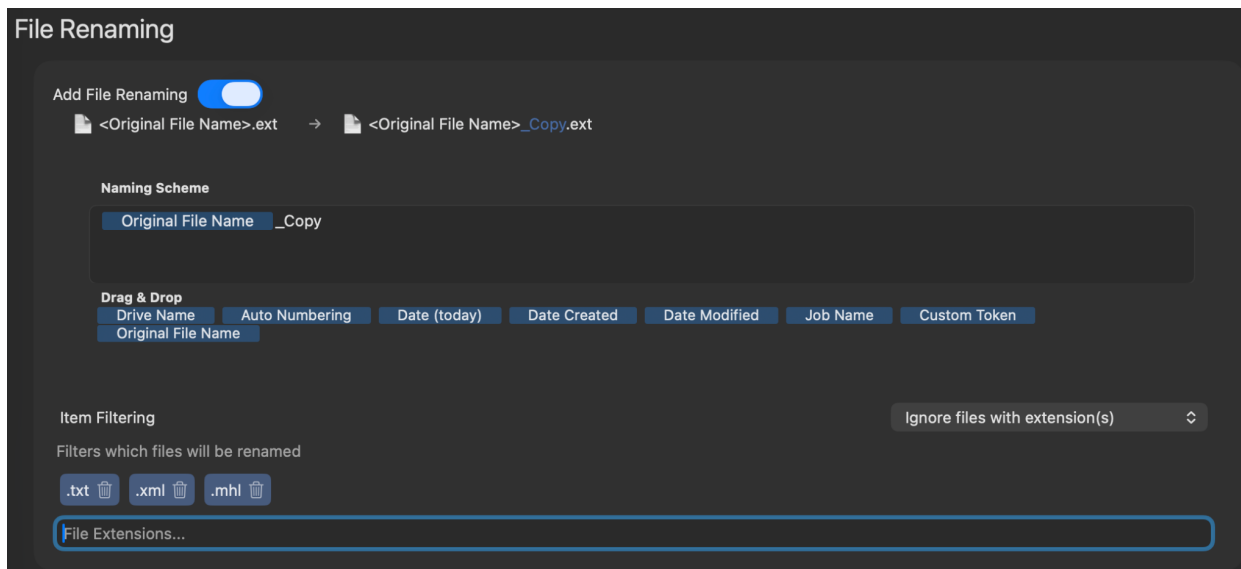
NOTE: Not all cards have *Volume Date* information. Should this happen, the software will attempt to acquire date information from folders and files within.

A preview of the structure is shown above this editor. Sub-folders are shown indented beneath their parent folder.

TIP: Click anywhere in the dialog to refresh the naming scheme preview. This will show you the name of the folder ShotPut Pro is going to create at the output destination(s). In the case of any time-stamped convention, a placeholder of the current time/date will appear in the preview.

File Renaming

To dynamically rename files, the process is identical to creating your Folder Structure as seen above.



The tokens available are also similar, with a few notable exceptions. First, there is no *Folder* token for creating new folders.

Second, is the presence of a new token titled *Original File Name*. When inserted into output file renaming, it will ensure the original file name is included.

Using a combination of tokens and custom text, you can dynamically build out a custom naming scheme for your files.

Directly below the switch titled *Add File Renaming* is a preview, where you can view how your new file naming scheme will appear upon output.

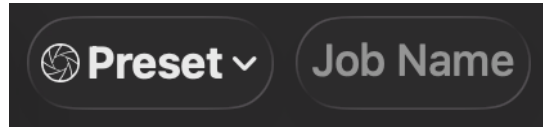
At the bottom of this section, you can use *Item Filtering* to either only apply file renaming to files with certain extensions such as MXF or MOV, or you can ignore files with extensions such as TXT, XML, or MHL.

Running Jobs Using Presets

Once you've enabled your desired Preset(s) using its toggle button, *Drag and Drop* the items you want to copy into the queue. For easy identification, only items' names are shown, without their full file paths.

Before starting your job, type in the *Job Name* if desired, and then click the *Start* button in the upper right of the toolbar to begin your job.

If you do not assign a *Job Name*, myLTO will default to the name of the card or volume being copied. If multiple items are included in a job, they will be named based off of the source files.

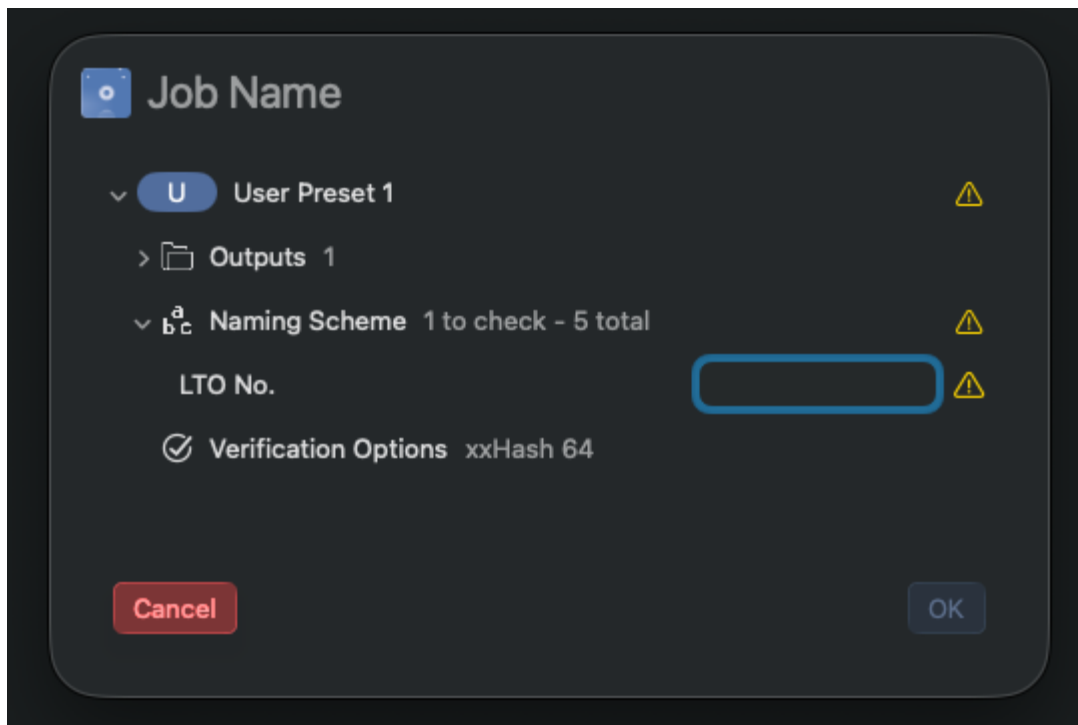


NOTE: Multiple presets can be activated at the same time. When this occurs, one job will be started with all activated presets included.

TIP: If you have set up automation copy options in *Basic Preferences*, just insert a card, and it will appear in the queue and begin copying automatically.

CAUTION: When selecting cards, be sure to select the card itself, not a sub-folder. This is to ensure all needed files are copied for a given format (e.g. P2 cards have a 'lastclip.txt' file outside of the Contents folder).

If a *Custom Token*, or any other token requiring user input, is being used in a Copy job, the *Preset Preview* pop-up will appear.



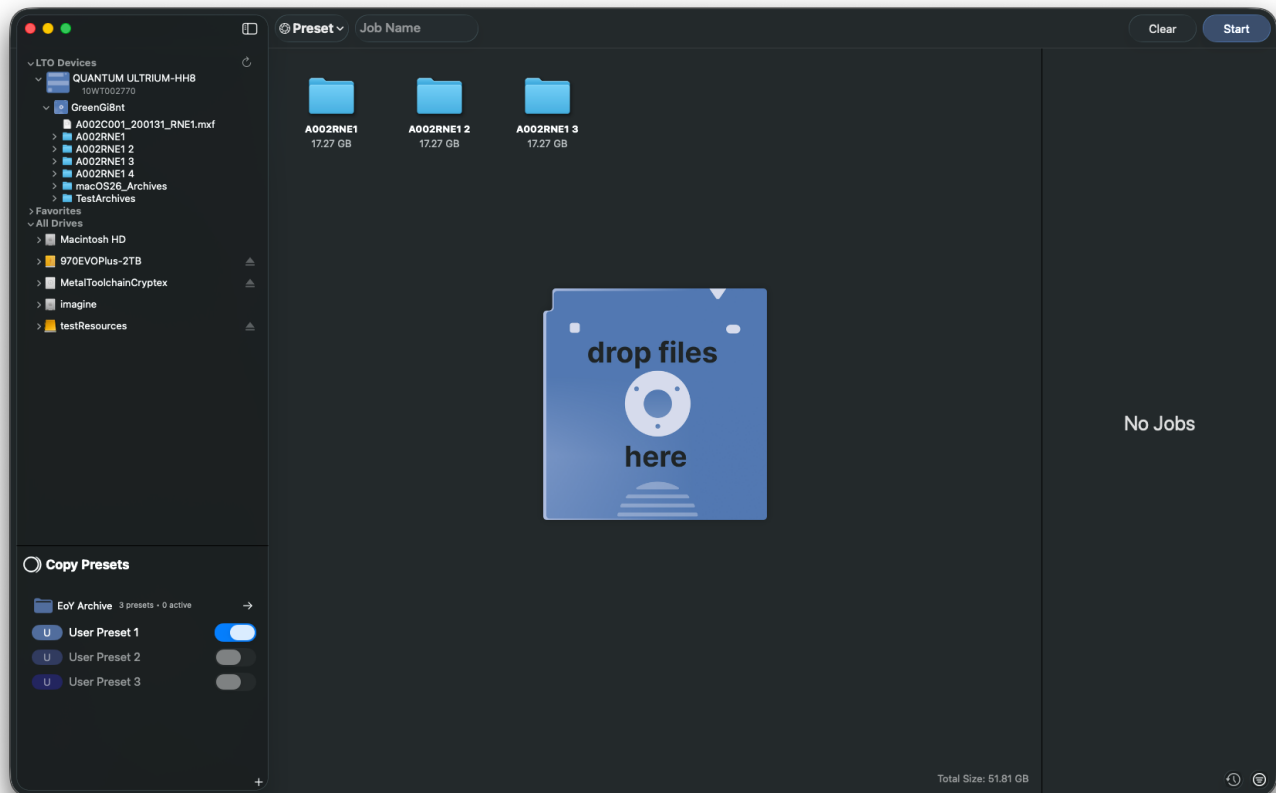
This preview allows you to enter an input for your custom token. It also shows output locations, naming schemes and verification options for all enabled presets, giving you the opportunity to cancel the job and make changes if needed.

NOTE: This pop-up will also appear if the setting *Always Show Preset Preview* is turned on.

Retrieving from an LTO Tape

Retrieving data from an LTO tape is one of the most critical functions of any archival software. If not done in an optimal manner, retrieval can take significantly more time than is necessary and cause unnecessary wear and tear to the tape and the deck. Fortunately myLTO has been engineered to use index-based tape information to properly order the retrieval of every item in the retrieval list.

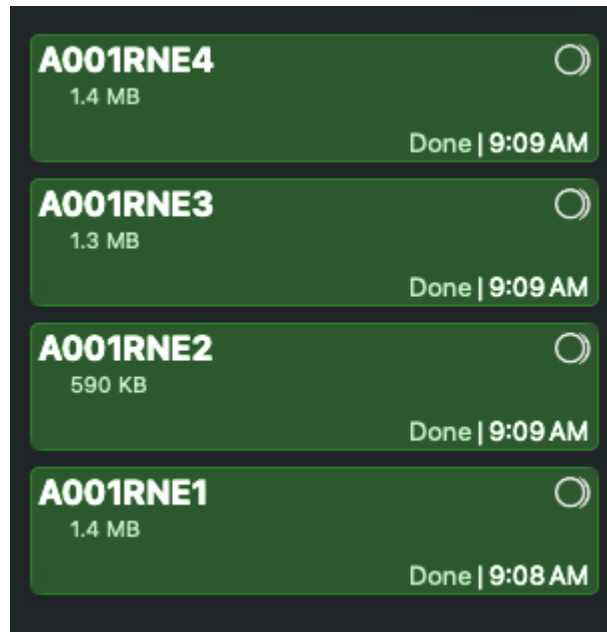
To retrieve items from a tape, expand the tape's representation in the left-hand devices view and browse for the desired items to retrieve.



Once an item to retrieve has been located, simply drag it into the *Drop files here* section of the interface. Continue to do this until all the desired items have been added. To begin the retrieval process, click the *Start* button in the top right corner of the interface

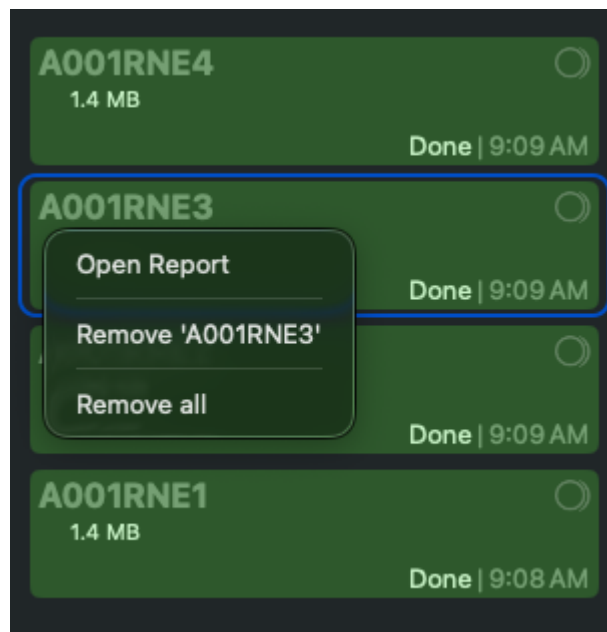
Job List

After starting a job in either mode, it will then appear in the queue on the right hand side of the screen. This view gives a visual display of a job's progress.



Job Progress status is reflected by both color and text, and displays the estimated time remaining.

Right-Click on the progress bar while the job is running to access options including *Cancel*, *Pause*, *Resume*.

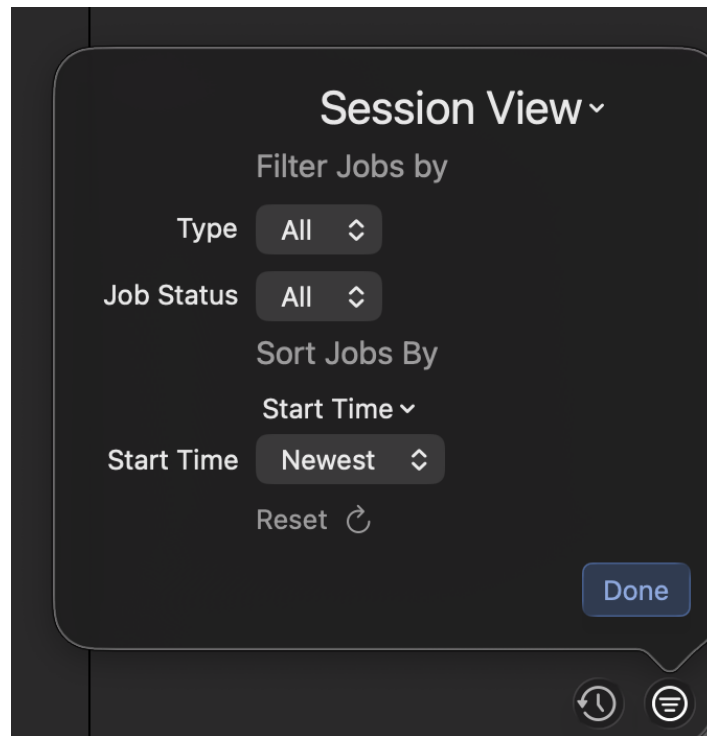


If you choose to *Pause* a job, the copy process will be suspended at a logical point (when the current file being copied is finished). Jobs may then be resumed at a later time.

TIP: You can resume a job that is interrupted unexpectedly (e.g. a cable becomes disconnected).

Filters & Order

myLTO allows you to change how the *Job List* is displayed. Select the *Filter* icon at the bottom right corner of this queue and a pop-up will appear.

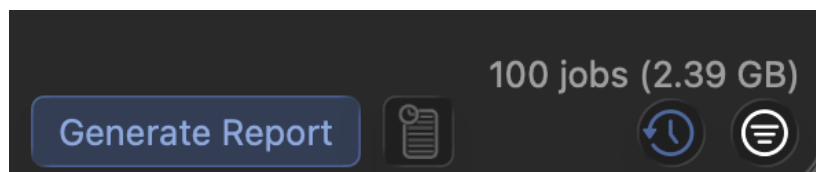


Using these filters you can choose to filter your list based on the *Job Type* and order them by their *Start Time*.

Job History

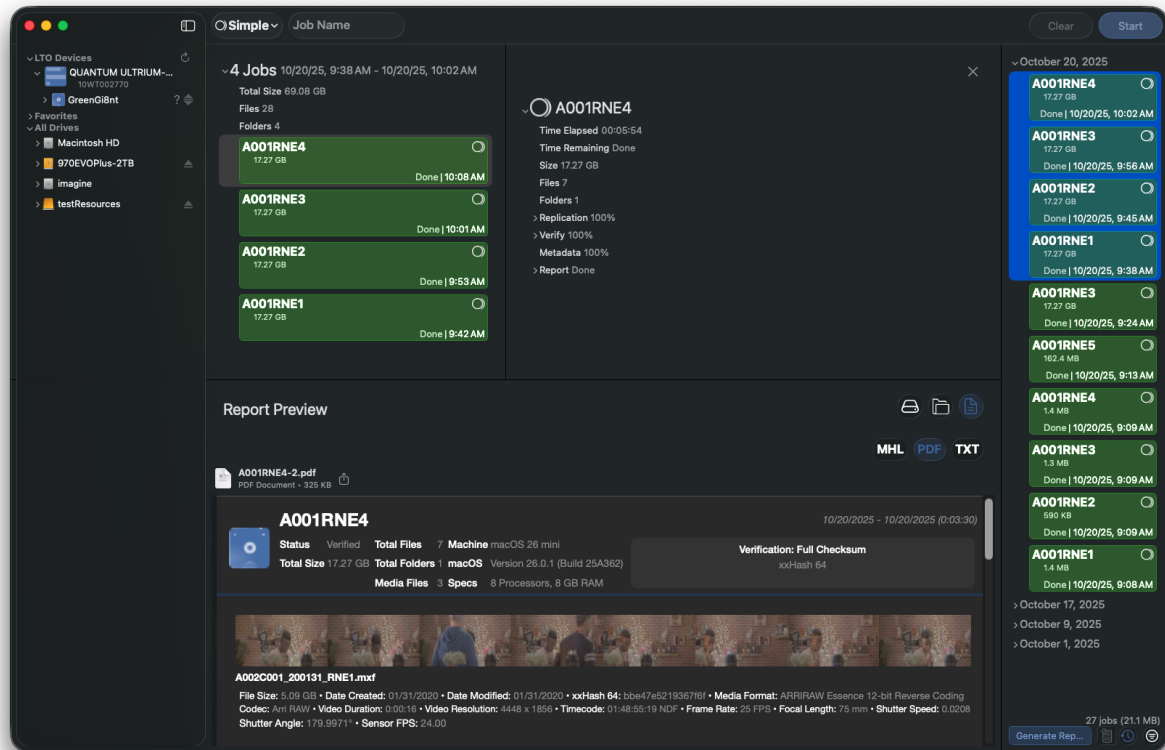
To view past copy jobs run in myLTO, through both the Preset tool and the Copy tool, users can select the *History icon* to the left of the Filters icon.

The jobs list will then change to show completed, errored, and canceled copy jobs from a chosen time period. By default, these jobs are grouped by the day in which they were finished. To edit both the length jobs are kept for as well as how they are grouped, select the *Filters icon*.

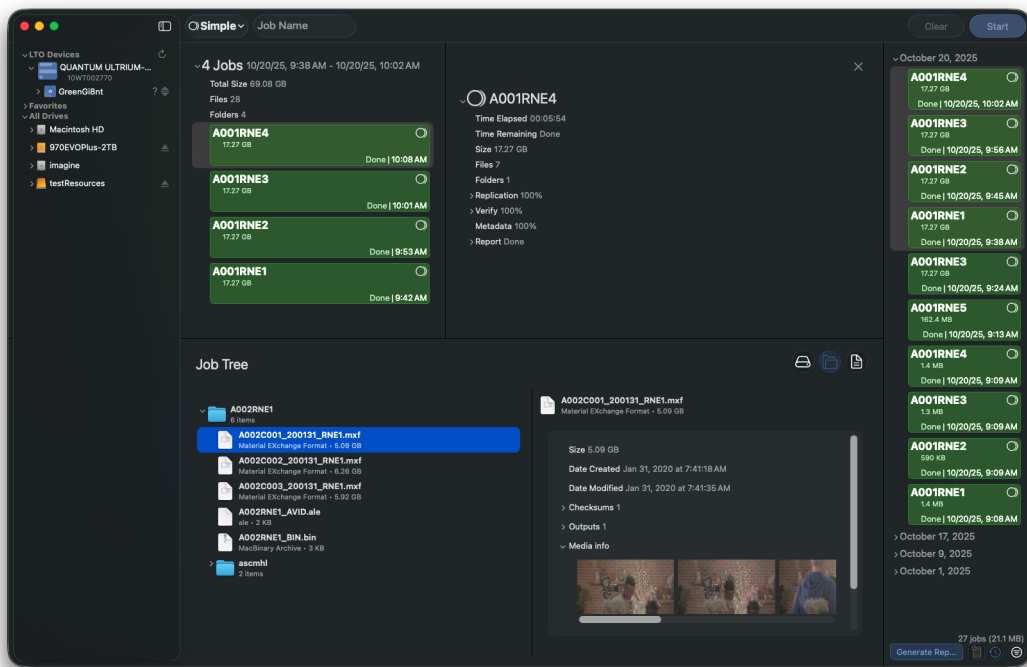


To view information about a job, select it from the list. Upon doing so the center queue will change to show the job's metadata provided the drive used in the offload is still connected.

Using the menu buttons in the upper right of the bottom section, users can switch between viewing the *Job Flow*, *Job Tree*, and the *Report Preview*, just as it is seen immediately after finishing a job.



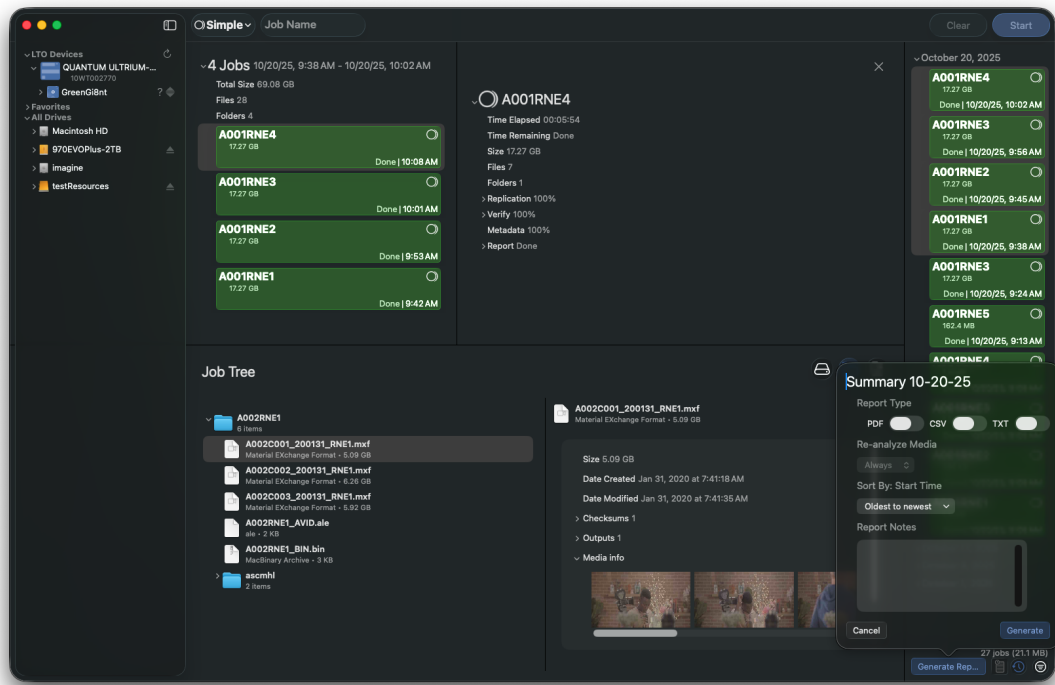
Users can also select a range of jobs, either by selecting the *Date Header* or by using a shortcut (*Shift + Click*, *Command + Click*).



When doing so, users will see aggregate information for the jobs selected, and can then select an individual job to view further information.

Wrap Reports

With either a single job, or range of jobs selected, users will be able to generate a *Wrap Report*.



This report type is perfect for wrapping up a shooting day or project, as it combines information from multiple copy jobs into a single detailed report.

After making the desired selection of jobs, click *Generate Report* at the bottom of the jobs list.

Upon doing so, a pop-up menu will appear allowing you to set a name and select the types of reports you would like to generate.

The name will default to *Summary (time range during which the jobs were run)*.

Report options include *PDF*, *CSV*, or *TXT*. This is also where you can re-run media analysis.

Selecting Always will collect new metadata and thumbnail images no matter what.

TIP: This is the option you would choose if you had previously selected to include thumbnails, but some were corrupted or appeared incorrectly.

When Missing Thumbnails will only rerun the media analysis if there are no thumbnails found in the initial job.

TIP: This is the option you would select if you did not include thumbnails in your initial job or if you didn't originally generate any reports.

The last option is to *Never Re-run Media Analysis*. Using this option will create a PDF report but will only use known metadata information and thumbnails that were gathered the first time.

Underneath this dropdown menu is another menu that allows you to select how you would like to sort the jobs in your report.

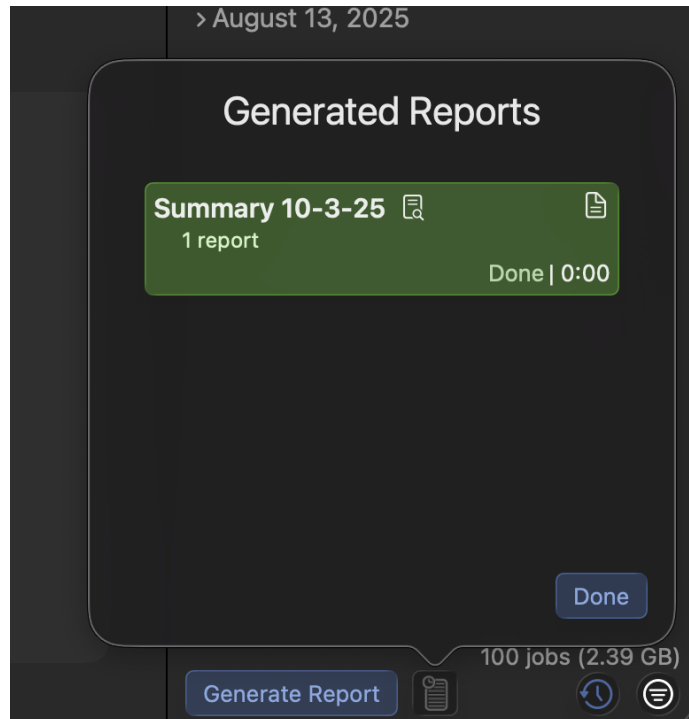
You can sort them in two ways, the first being by *Start Time*, either *Oldest to Newest* or vice versa.

The second way of sorting your jobs is by *Size*, either *Smallest to Largest* or vice versa.

NOTE: This option only applies to the file details section, not the media files section.

Finally, the *Report Notes* section. Here you can choose to include additional information in the report header such as Production info, DIT details, the project name etc...

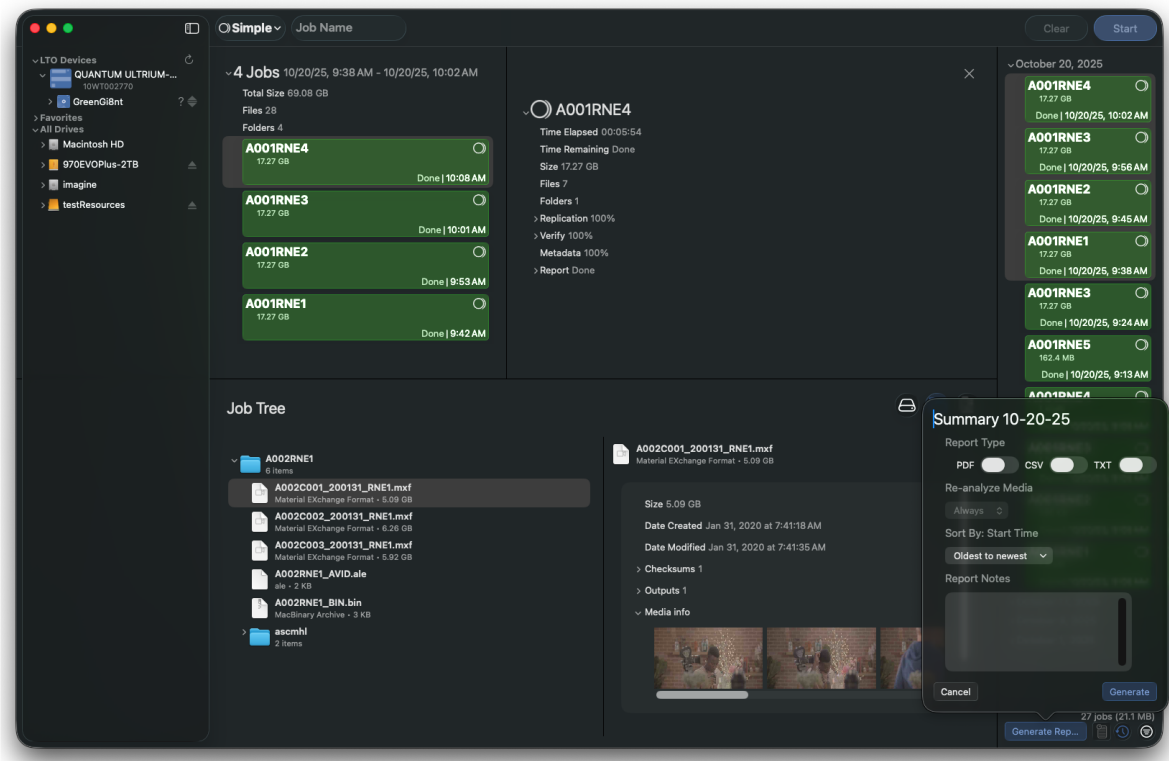
After you have chosen your options, selected *Generate*, and set the destination, you can view your report's progress by clicking the *Report Icon*.



Selecting the *Eye Icon*, will bring up the location the report was sent to. From here you can open and view your report.

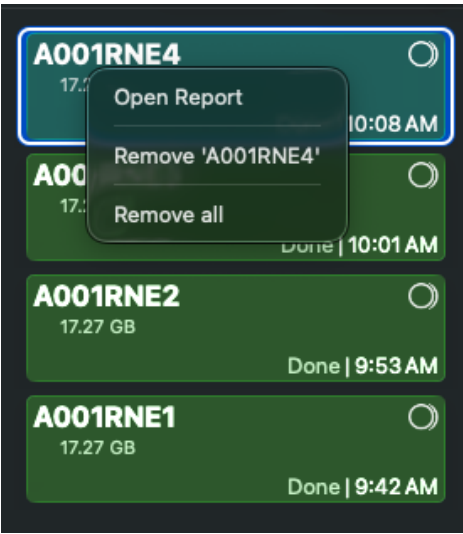
Job Results

Selecting a completed *Copy Job* will show expanded details in the center window.



Right-Click Actions

A completed *Copy Job* offers three actions when *Right-Clicking* it.

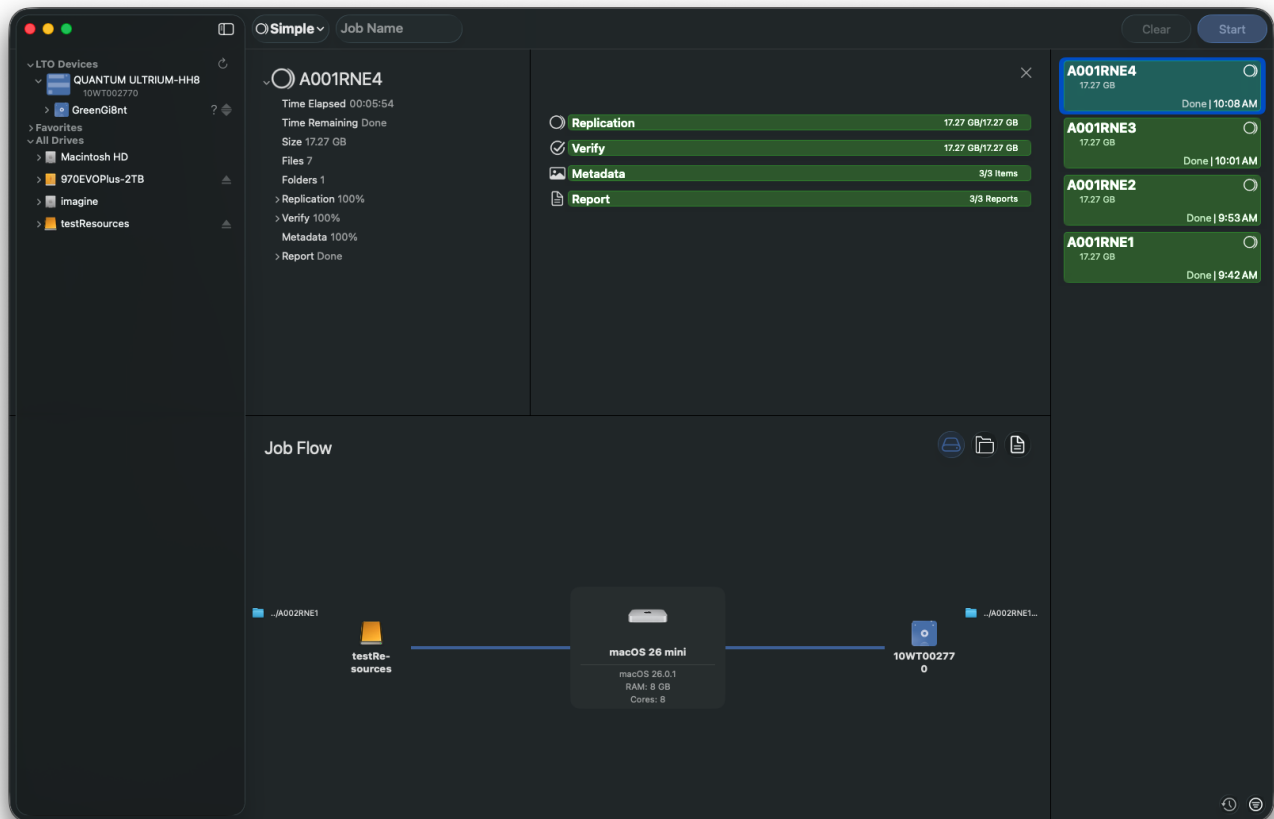


Open Report will open the location of any generated reports in Finder. From here you can view, move, or send them.

Remove will remove the completed job from the list.

Job Details

Selecting the job will bring up detailed information in the center area.



The upper left section displays the job type, as well as the job name. It also includes detailed metadata.

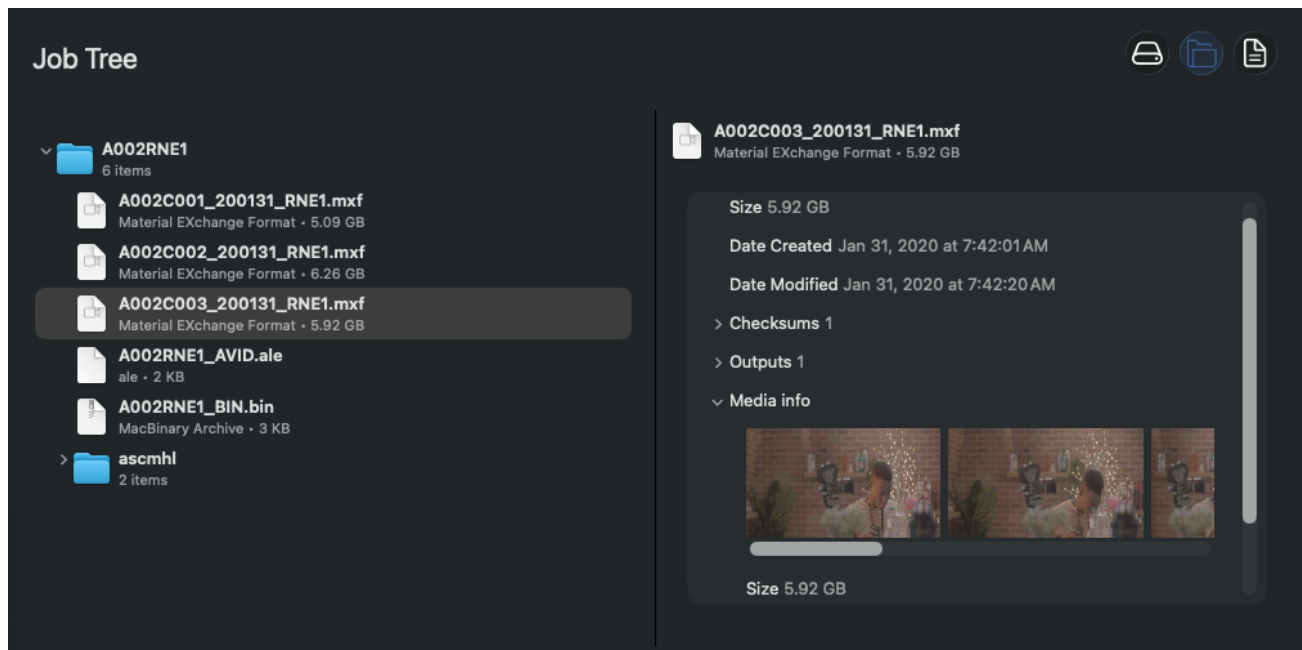
The upper right section breaks down the job's progress into each of its stages. If selected during the job's progress, these bars will be updated in real time.

The bottom section will default to the *Job Flow* displaying the sources and destinations of the job. This view gives a visual representation of the path the data took during the job.



Job Tree

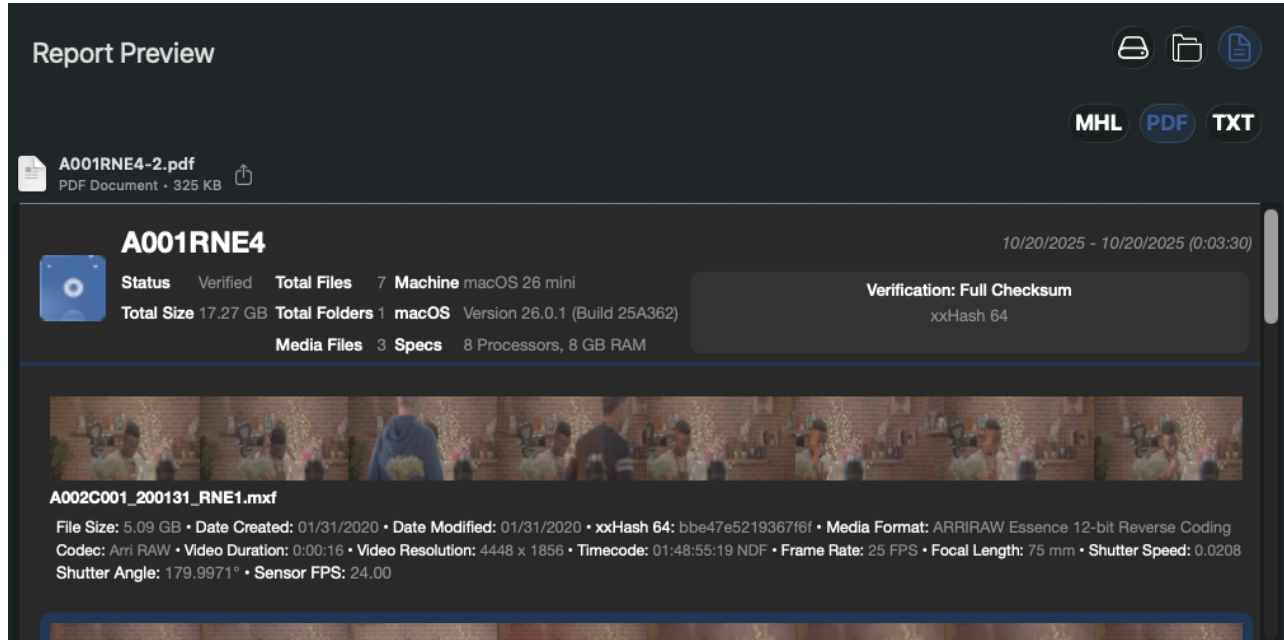
The *Job Tree* view allows you to view the folders and files that were copied.



Selecting the dropdown arrow to the left of the initial folder will reveal its contents. You can then continue to do so as needed to dive deeper into the data that was copied.

Report Preview

Selecting the *Report Icon* in the upper right of the bottom section will change the view seen in the bottom section to the *Report View*, provided reports were generated with the job.



Underneath the *Report Icon*, select the desired report type to view it in this section. Click the *Browse* icon to the left of the report name to open its location in Finder.

Select the *Export Icon* to the right of its name to view different options for sharing your report.

TIP: Use the PDF report preview to quickly inspect completed jobs and make sure no clips were corrupted during the transfer.

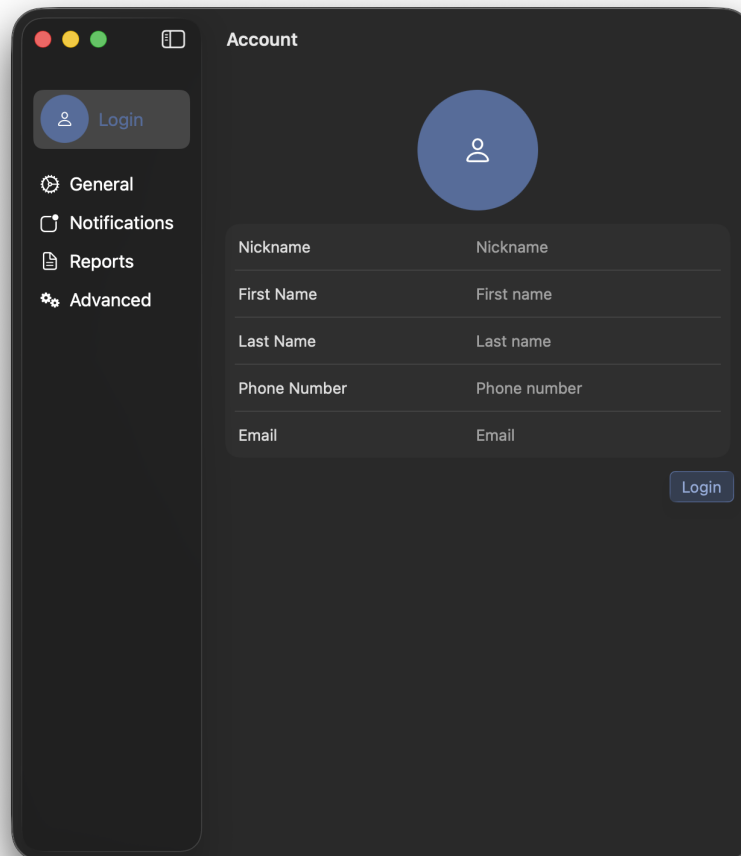
Settings

This section will help you enable the myLTO settings to perform in the manner you want when copying media cards, drives, or files and folders.

If this is your first-time starting myLTO, you will want to check a few default settings to customize them to your liking. From the Application Menu select the **Settings** menu.

Account

Select *Login* to populate your account information. You must be logged into your ImagineProducts.com account to activate email and phone notifications.

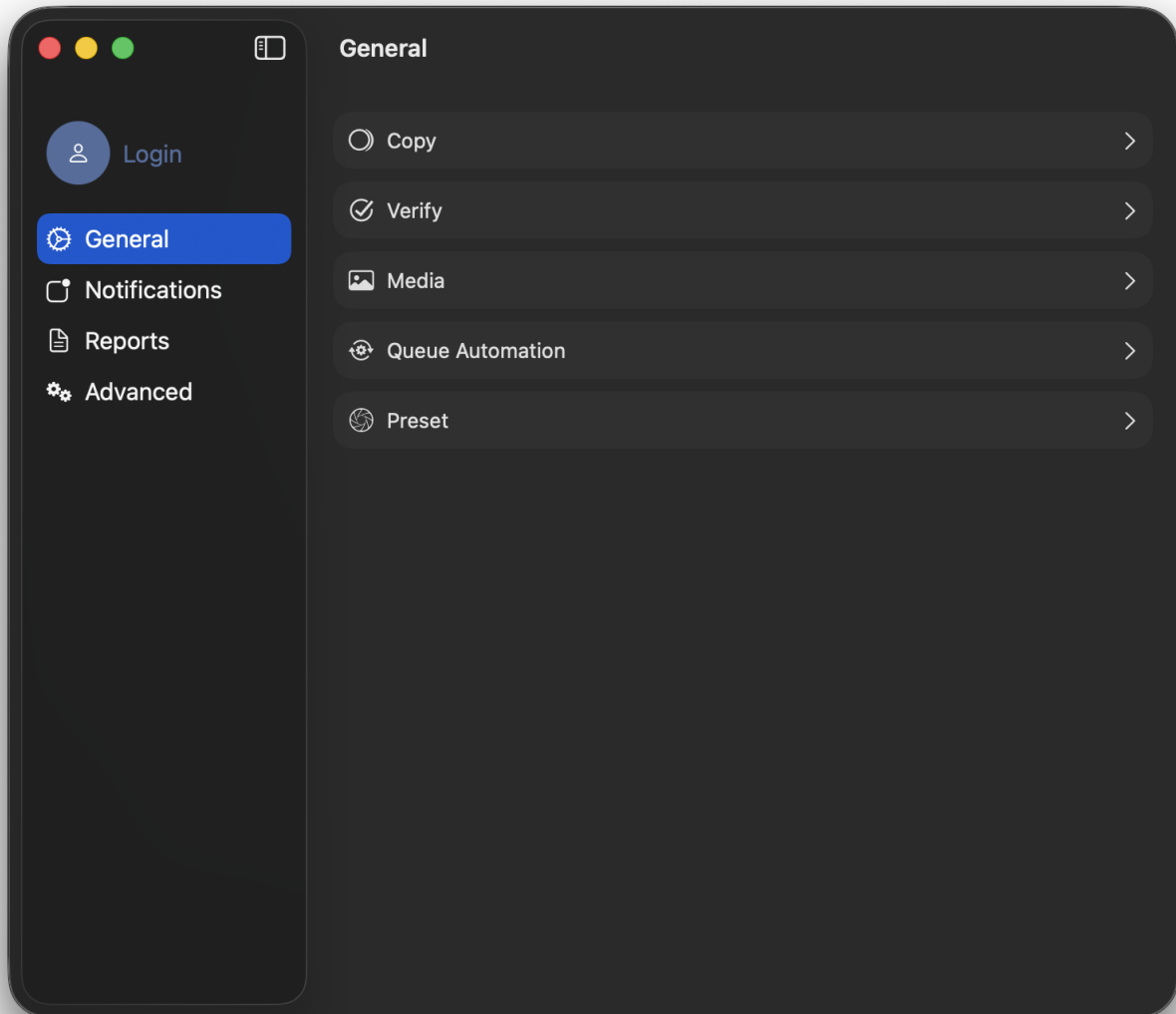


The screenshot shows a dark-themed application window titled "Account". On the left is a sidebar menu with a "Login" button at the top, followed by "General", "Notifications", "Reports", and "Advanced". The main area of the window features a large blue circular profile picture placeholder. Below it is a form with five rows, each containing a label and an input field: "Nickname", "First Name", "Last Name", "Phone Number", and "Email". A "Login" button is positioned at the bottom right of the form.

Label	Input Field
Nickname	Nickname
First Name	First name
Last Name	Last name
Phone Number	Phone number
Email	Email

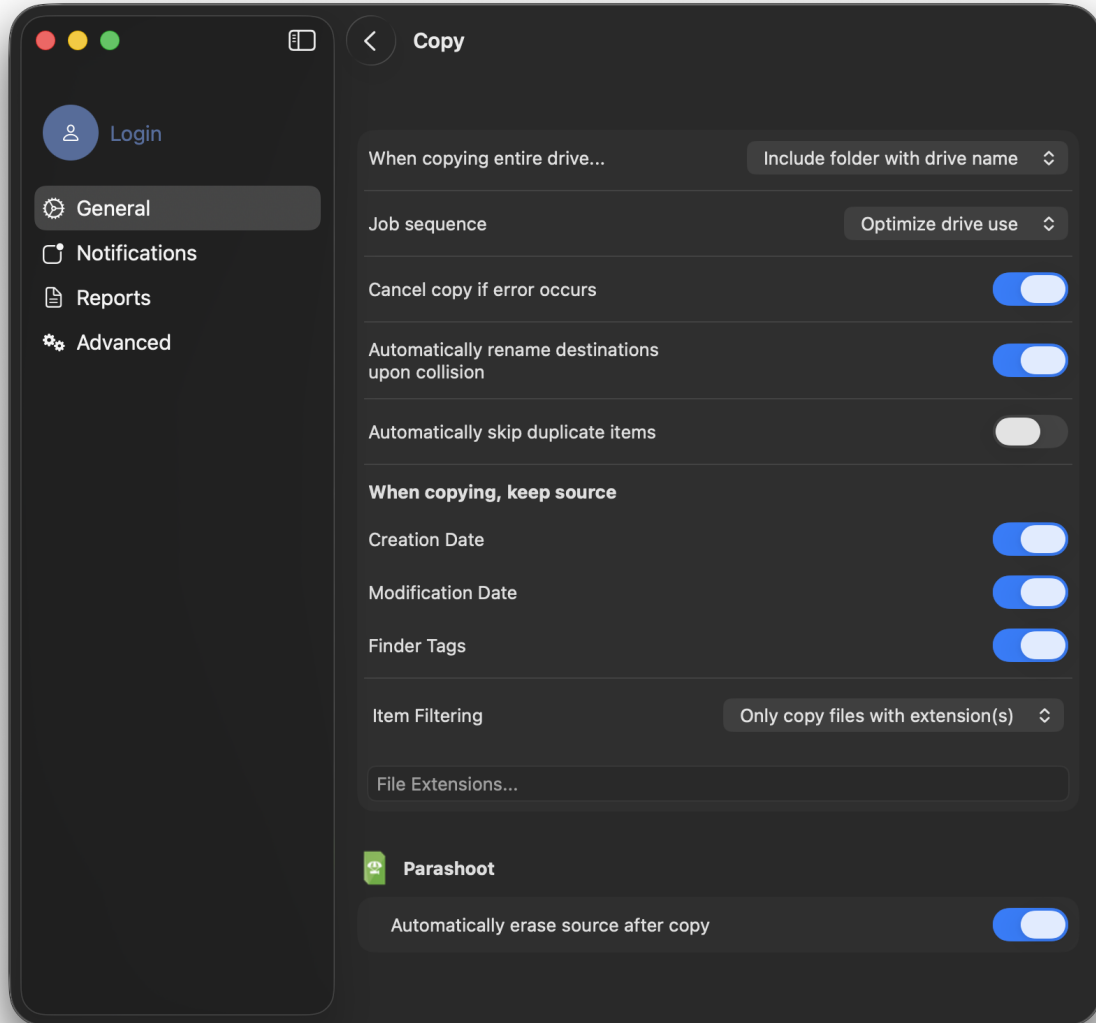
General Settings

Select *General* to set global options for multiple areas including, *Copy*, *Verify*, *Media*, and *Queue Automation*.



Copy Options

The *Copy Options* determine how copying will be initiated and include further settings related to what should be copied.



When Copying Entire Drive

This option lets you choose whether volume names should be included as the top folder name in the copies, or if you simply want to ignore that and copy the contents only.

Job Sequence

Job Sequence allows you to specify when and how offload jobs are to begin. The following are the job sequence options you can select:

Optimize Drive Use instructs the application to use built-in technology which will allocate offload resources based on the drives involved. This will optimize throughput and allow concurrent IO when appropriate. Jobs which do not have access to sufficient IO resources will be queued and begin once these resources become available.

All at Once will begin each offload job immediately, regardless of any other ongoing replication job. If jobs have common IO resources, competition for these resources can occur and result in slower offload times and choppy throughput.

One at a Time will only permit one offload to occur at a time. This ensures there is no competition for IO resources, but will not permit jobs with disjoint IO needs from executing concurrently.

Cancel Copy if Error Occurs

Enable this option to immediately terminate the copy processes should a failure happen.

If it is not enabled, you will be alerted that an error occurred, but copying will be tried again until it skips and continues with the remainder of the copies.

NOTE: An error during the copy process will be indicated in the status and progress will turn red. If you've chosen not to cancel on errors, the copy will finish to the best of its ability. All reports, including checksum text files, will include *Error Warnings*.

If this option is not selected, the offload will be halted and resolution options will be displayed to the user. The user will have a predefined number of minutes to select an option on how to continue before the job will automatically retry copying or verification of the erred file.

Naming Collision Resolution

If you're copying multiple items to the same destination (output location), naming conflicts could occur. You can instruct myLTO to *Automatically Rename Destinations Upon Collision*. This option retains the same named items and differentiates with an extension (e.g. 2, 3, 4).

With this option OFF, you'll be warned whenever duplicates are found.

TIP: Avoid the potential for file/folder name collisions altogether by using unique folder naming schemes in the *Preset Copy Tool*.

Automatically Skip Duplicate Files

When *Automatically Skip Duplicate Items* is enabled, users can direct myLTO to automatically detect duplicate files between the copy source(s) and destination(s) based on matching criteria, and if they are found, it will skip them during the copy. This can speed up your offload, increase organization, and prevent unnecessary duplication. A file will be considered a duplicate under the following circumstances:

- A file already exists at the specified output path at each destination
- The modification dates for the source and existing output paths are equal
- The byte sizes for the source and existing output paths are equal

If the modification dates or sizes of the output file paths differ from that of the source, the outputs will not be considered duplicates and the actions taken will depend on the selections made in the app Settings.

NOTE: When this setting is enabled, ASC MHL seals will only produce partial results as items in the original source(s) that are being copied may not be copied to the destination(s) due to them already existing there.

NOTE: PDF and TXT reports will include a section which enumerates skipped file paths.

You will notice that when Automatically skip duplicate items is enabled certain settings are turned on and locked. This is because detection of duplicates relies on the information these settings provide. These settings include *Keep source creation date when copying* and *Keep source modification date when copying*. To turn these settings off, first disable Automatically skip duplicate items.

If every file in an attempted copy is deemed a duplicate, the job will be canceled and you will be met with a pop-up message.

Date Options

Files copied from external devices or cards often incorporate the date the file was copied to the output destination, rather than original file information.

You may choose to *Keep Source Creation Date When Copying* and/or *Keep Source Modification Date When Copying*.

These options instruct myLTO to override the system default of today's date (when the copy was performed) with those gathered from the source file information.

NOTE: Not all cameras apply *Volume Date* information to files or cards. Please check the card information in Finder before using either of these options.

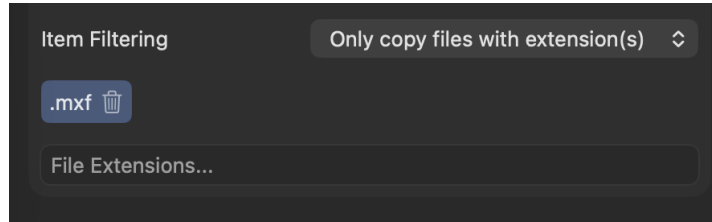
Finder Tags

When this option is enabled, tags that you have set for both folder and files in Finder will be copied along with any data.

Copy/Ignore by File Extension

Users can direct myLTO to *Ignore by File Extension* during the copy process, meaning any file with the extension the user specified in the input box will not be copied during the replication process. If offload sources frequently contain unwanted files, enabling this setting will prevent these files from being copied to the output destinations

Inversely, you can use the dropdown arrow to change the settings to *Only Copy by File Extension*. This means only files with the file extension(s) specified in the box below this setting will be copied during the replication process.



To utilize either of these functions, simply begin typing the desired file extensions in the box below. After each file extension either click *Enter* or type a *Space* to confirm the extension.

NOTE: PDF and TXT reports will include a section which enumerates ignored file paths.

CAUTION: When this setting is enabled, source files will be omitted from the replication process and will likely be permanently lost when the source drives are reformatted and reused.

If the specified file extensions omit every file in an attempted copy, the job will be canceled and you will be met with a pop-up message.

Parashoot Integration

ShotPut Pro natively integrates with **Parashoot** allowing users to automatically erase source cards immediately following copy job completion.

To enable the integration, first ensure that Parashoot is downloaded. Parashoot is completely free to download and use. In the case that Parashoot has not been downloaded, the option will appear greyed out.

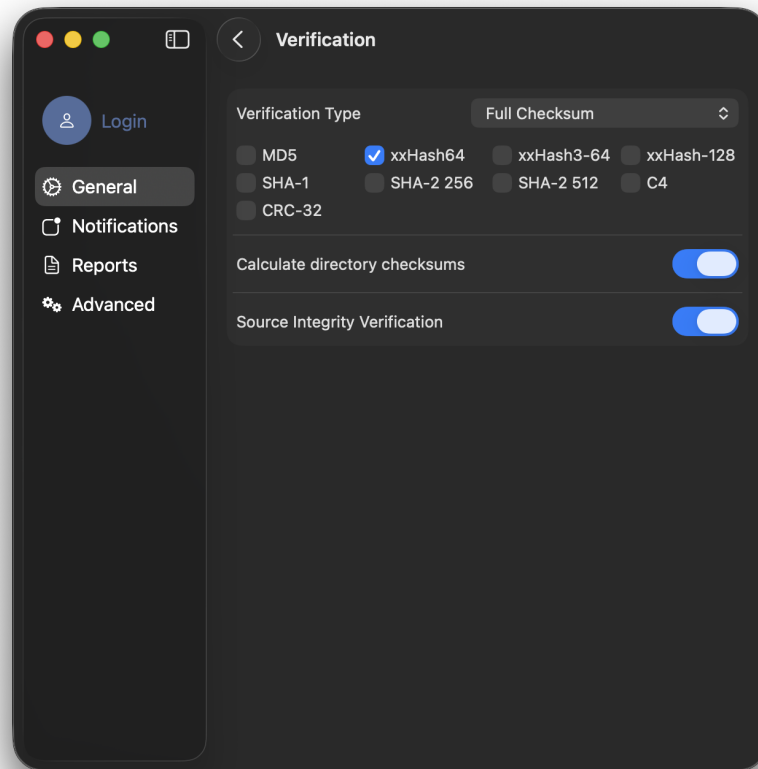
After downloading and launching Parashoot, the option titled *Automatically erase source after copy* underneath the header titled *Parashoot* will allow you to enable it.

TIP: For the integration to work as intended, you will need to set *Destinations* in Parashoot.

When enabled, ShotPut Pro will automatically trigger Parashoot upon the completion of a copy job with your selected source.

Verification Options

myLTO offers a number of verification types to choose from depending on you and your client's needs.



TIP: You may override verification settings within individual presets without changing options in your global preferences.

Verification Type

File Size – Source Checksum offers the fastest checksum as it is a less intensive verification option than full checksum comparisons. This option relies on the operating system’s report that the files made it to the output destinations correctly. It does not compare checksums of copies to source files.

However, *File Size* does obtain checksum values from the source(s) while reading the files. These values are included in reports and may be used for downstream file checking.

Full Checksum causes a read back of the copied files from the output destinations to acquire checksum values, and then compares those to the source values obtained during the copy process. This is a more thorough verification than relying only upon file size comparisons.

File Size Only compares the file size of the source to the copy and is faster than the checksum options.

NOTE: While our apps can detect some transit problems during the replication process, only a full checksum verification can ensure the bytes read match the bytes copied.

Checksum Types

Checksum verifications (such as XXHash, MD5 & SHA) use algorithms that calculate a binary value for the bytes of a file. The idea of checksums is to also identify any misplaced or changed byte positions in which case a file size may match but a checksum would not.

Choose between the various checksum hash types, or any combinations of them, for comparison purposes. These values are then included in reports and Media Hash Lists (MHLs).

In general, *xxHash3-64* is the newest and fastest option. Therefore, it is set as the default for myLTO.

xxHash-128 may be specified by clients in cases where the files will be aggregated with many others. Because it uses 128-bit processing, it will take longer than *xxHash3-64*, but there is less of a chance of data collisions (where the same hash value applies to two different files).

Other checksum types may be required by clients as deliverables (e.g. where an asset management system is designed around a specific standard.)

Calculate Directory Checksums

You may also specify that a checksum value be calculated for entire directories (folders) of files. This value type is a way to compare large quantities of data sets without having to drill down to the individual file level. Currently this option is only added to *ASC MHL*, *PDF*, and *TXT* reports.

TIP: Enable Media Hash Lists (MHLs) under *Report Preferences* to Seal output copies. MHL files contain checksum file path information that allow analysis of copied files in downstream workflows to track any changes and determine that the contents still match originals.

Learn more about Media Hash Lists under *Report Preferences*.

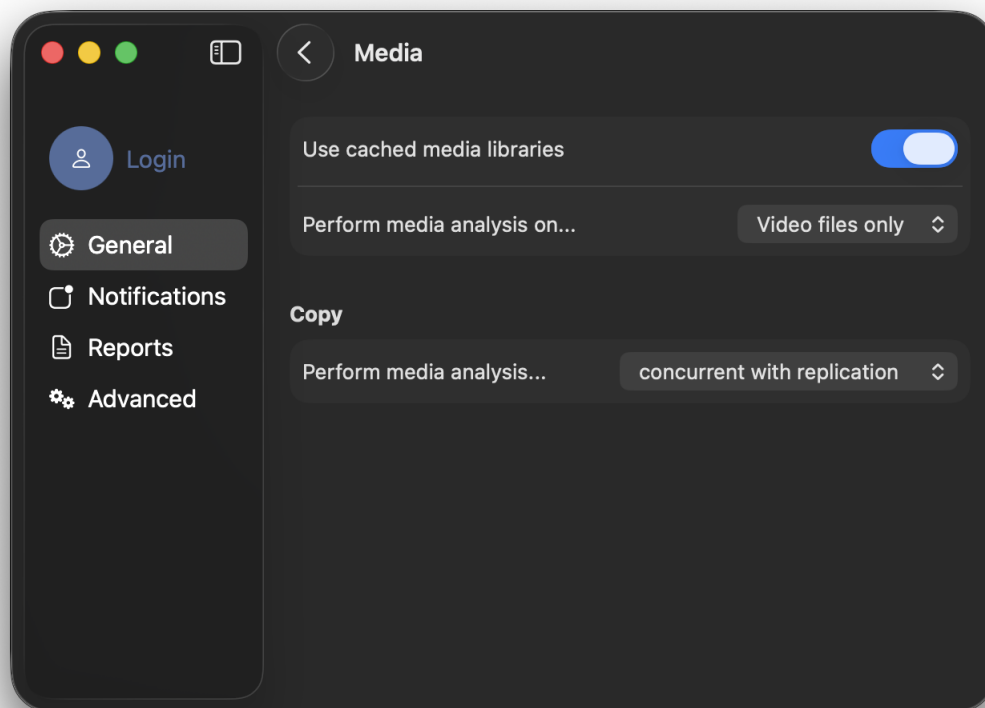
Source Integrity Verification

Sometimes media card readers overheat, begin to fail, or the cabling is faulty. The *Source Integrity Verification* option instructs myLTO to read the source a second time at the end of the backup session to ensure what it was initially given to copy has not changed.

TIP: Hardware failures may be detected in this manner. A matching checksum is not likely if anything is intermittent or changing. This option adds more time to read the source again, but is a strong insurance against corrupt incoming files.

This option is only available when *Full Checksum* is selected.

Media Options



Use Cached Media Libraries

Selected by default, this option allows the user to select whether or not to cache media libraries into RAM when performing media analysis for the fastest possible result. Because media analysis utilizes multiple third party SDKs, it is possible to experience performance degradation and memory bloating after continued use of the same in-memory libraries.

If you are experiencing media issues with media analysis, we recommend unchecking this option. When this option is unchecked, each media analysis operation will utilize freshly loaded media libraries and remove them from RAM once the analysis is complete.

NOTE: While this option is slower, it can be more reliable if media analysis is failing while using the *Cached Media Libraries*.

Perform Media Analysis On

Using this dropdown menu, you can select the type of files that you would like to perform media analysis on.

When set to *Video Files Only*, metadata and thumbnails will only be collected for video files, and only information on these files will be included in the media section of your report.

When it is set to *Audio Files Only*, the same is true but for audio files rather than video files.

NOTE: In this context, audio files refer to standalone audio files and do not include video files that include audio.

If set to *All Media Files*, metadata for both video and audio files will appear in the media section of your reports.

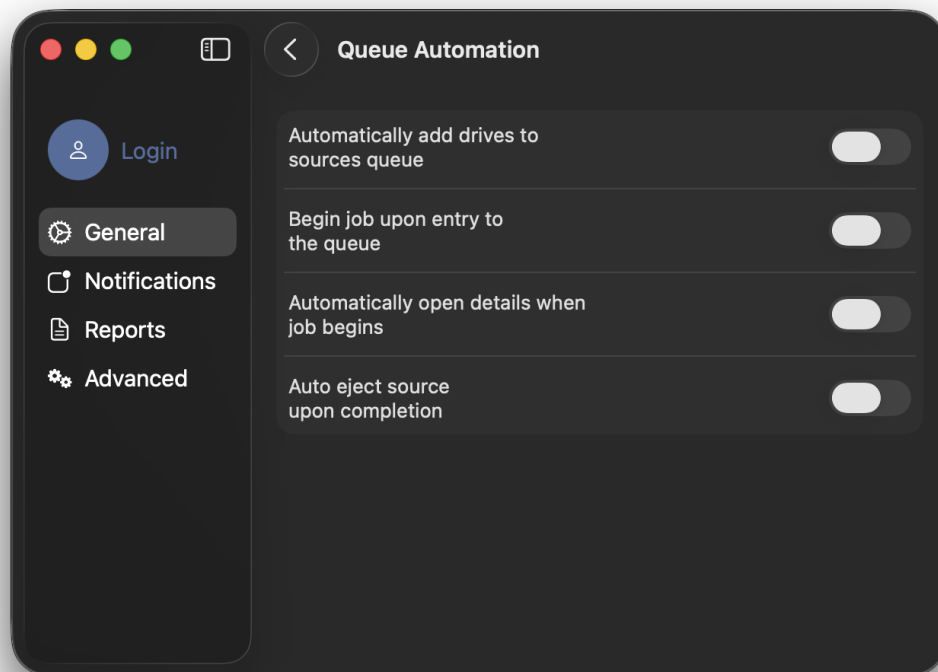
NOTE: Because audio files will not have thumbnail images collected, a single placeholder icon will appear in the thumbnail section for this file type.

Perform Media Analysis

Media analysis is the extraction of video file metadata and thumbnail generation. There are four options available when performing it, *Before Replication*, *Concurrent with Replication*, *Concurrent with Verification*, or *After Verification*.

To ensure a quick replication and verification time a user would want to select the last of these options. However, the fastest option overall is to analyze it *Concurrently with Replication*.

Queue Automation Options



Automatically Add Drives to Sources Queue

This setting, when enabled, will provide 3 different options for automated handling of newly connected media. Based on the option selection, ShotPut Pro will automatically place the contents of any newly detected removable drive or card into the queue, ready for copying.

NOTE: When this setting is enabled, ShotPut Pro will ignore already connected drives and mounted cards.

The option titled *All* will simply place any newly connected media into the queue. When this option is selected, it is best to ensure any unwanted media is not connected during copy operations.

Selection will allow you to specify the media you would like this setting to apply to. You can add entries to this list by using the *Add +* button to open Finder and select already connected media.

Alternatively, you can manually type in the file path of a drive or card, and click *Add +* to add it to the queue.

TIP: By manually typing in a file path, you are able to add a drive or card that is not yet connected.

The final option, titled *All, excluding selection*, allows you to add media to the list in the same manner as above. With this option selected the inverse will be observed, with all drives in the list being ignored from the automated behavior.

Begin Job Upon Entry to the Queue

This option starts copying without manually pressing the *Begin* button on the main window.

CAUTION: Do not connect any external media while the two automatic settings above are enabled unless you intend to copy its entire contents.

Automatically Open Details

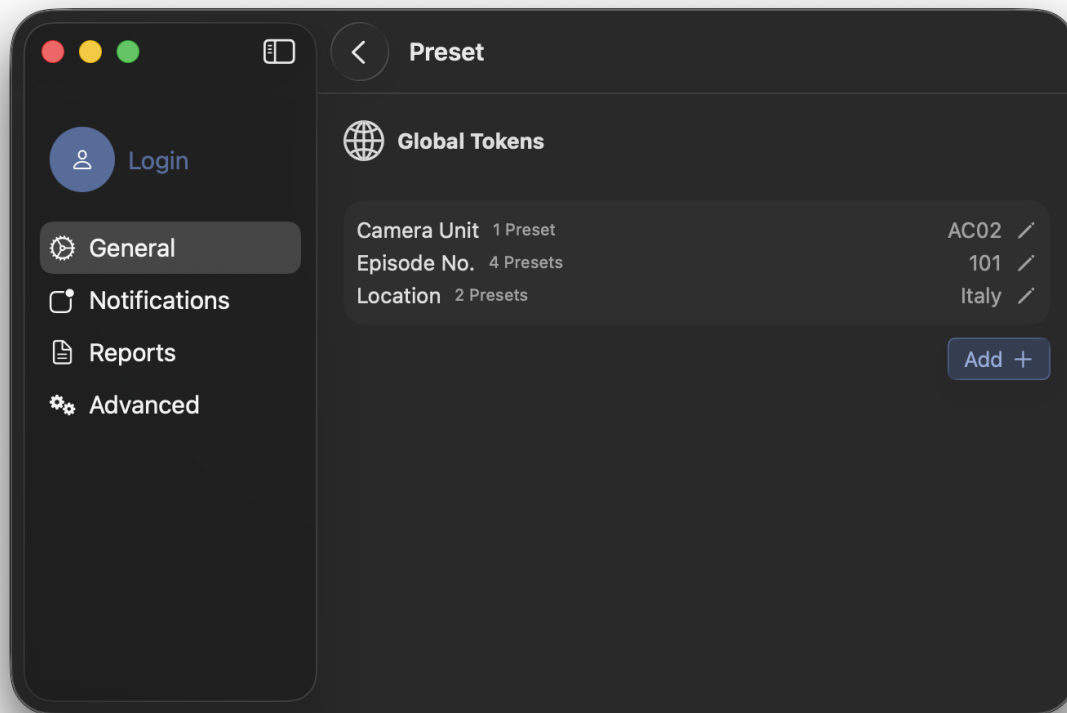
Enable this option to automatically open the Job Details page every time you start a new job.

Auto Eject Source Upon Completion

When enabled your source will eject upon completion of the job allowing it to be unplugged from your computer (it does not physically eject cards from readers).

NOTE: This option may not eject until Reports are complete.

Preset Options



Global Custom Token Manager

The *Global Custom Token Manager* provides a central location for you to view and edit all of your Global Custom Tokens.

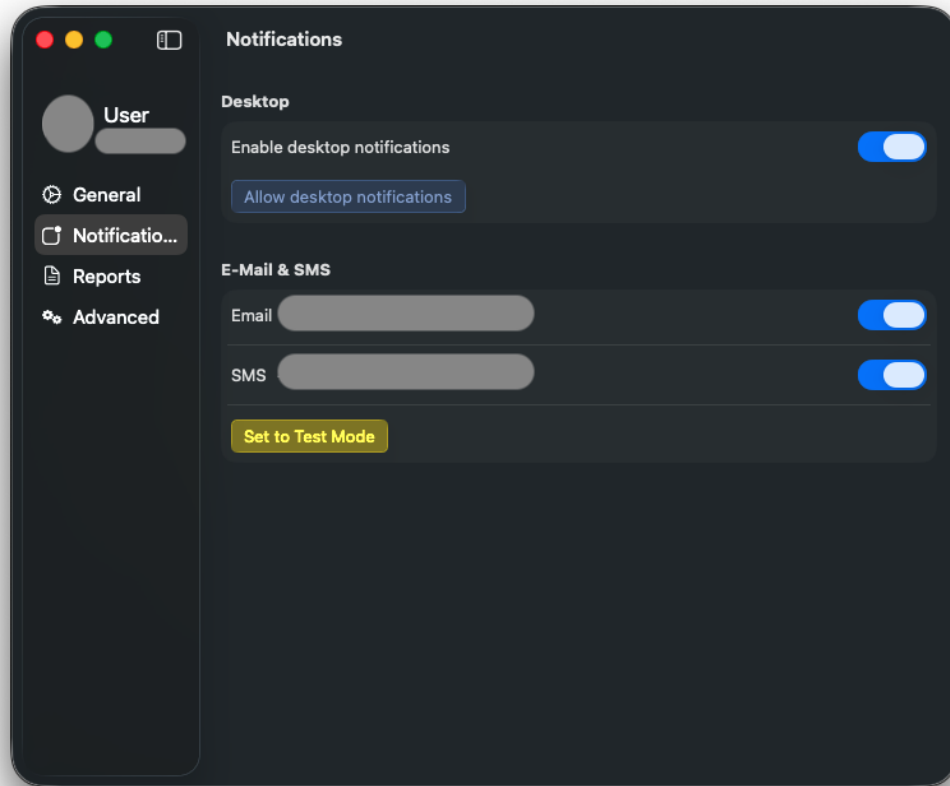
In this menu you can view the token's name, its value, and how many presets are using it. By using the *Edit Icon* to the far right of the token entry, you can change both the token name and value. Any changes made in this menu will automatically be applied to all instances of the Global Token used throughout your Presets.

This menu also allows you to Add new tokens using the corresponding button in the bottom right or delete existing tokens by right clicking them and selecting, *Remove*.

NOTE: Removing a Global Custom Token does not remove the token from existing Preset Naming Schemes completely. Instead, it removes the Global Token tag from the tokens.

Notifications

myLTO features several automated notifications to inform you about job progress.



Desktop

Enable Desktop Notifications will present a textual message when the application is 'not in focus'.

You may also choose sound alerts for completion and errors.

TIP: With sound options off, enabling *Desktop Notifications* will present a pop-up notice of activity, even when the application is minimized.

Email and SMS

You may send an Email or an SMS text message to yourself upon job completion, cancellation, or error.

NOTE: An Imagine account and up to date software are required. You must have an active (unexpired) Update Plan associated with your myLTO license to utilize Email and SMS features.

TIP: You may check the status of your license in the *About* screen, or from your Account on [ImagineProducts.com](https://www.imagineproducts.com) by selecting *View Licenses* after signing in.

To set up notifications, ensure you have an Internet connection. Click the *Login* button. The email associated with your license will automatically populate.

Enter or edit other account information. If you intend to use SMS notifications you must add a phone number.

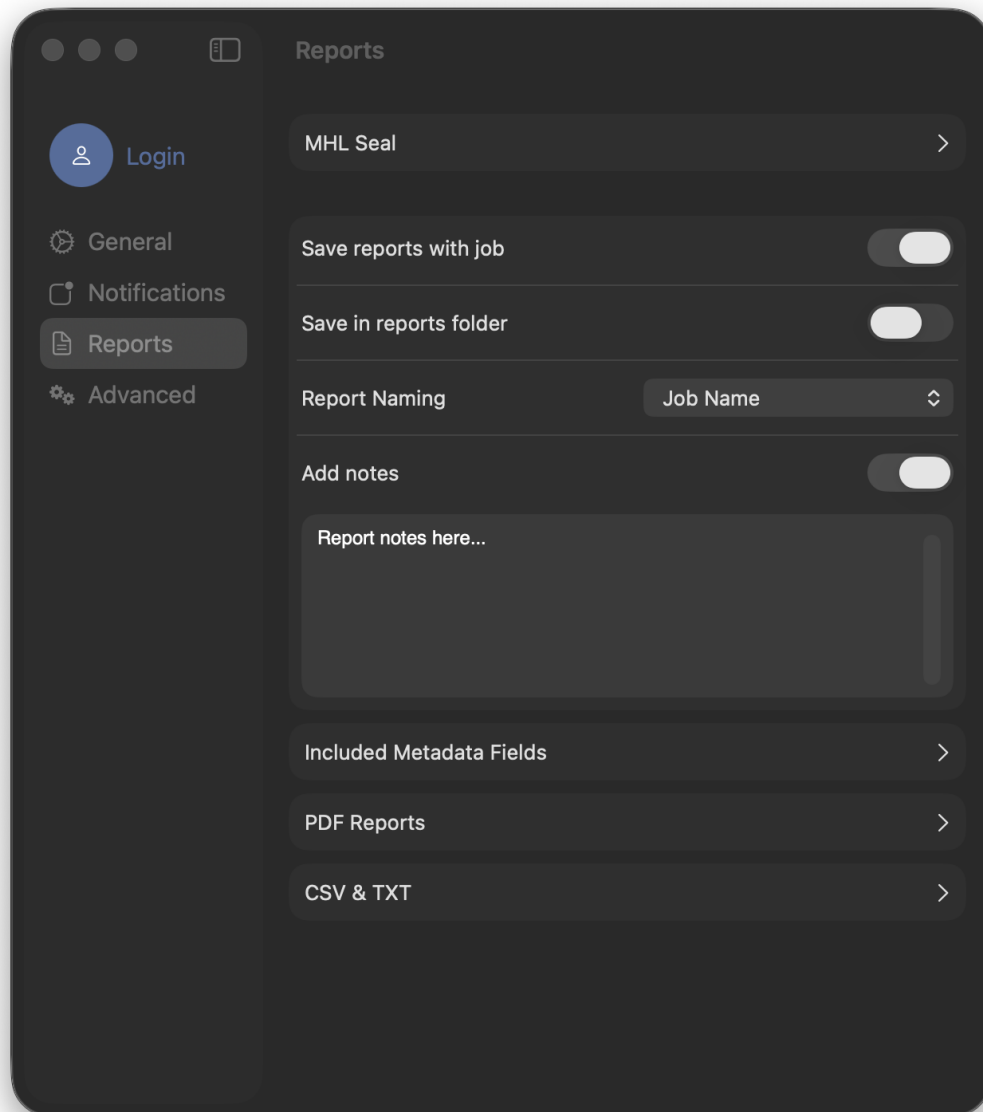
You must *Verify* the added phone number. A two-factor verification code will be sent to your phone. Once received, enter it and press *OK*.

TIP: Verification codes have a limited use time. If it has expired, clicking the *Refresh* button will send a new code.

NOTE: myLTO is a *send only* application. It will have no effect upon your other email or texting applications. Depending upon the receiving phone's data plan, you may incur additional charges for SMS messaging.

Reports

Reports can be an important bookkeeping tool and even used for simple offline search indices. Click the *Reports* button to choose your settings.



MHL Seal

myLTO can output two different types of checksum verification files, also known as *Sea/s*. The default is the new American Society of Cinematographers (ASC) industry standard Media Hash List (ASC MHL).

ASC MHL files adhere to the organization's formatting and naming standards (see www.mediahashlist.org/mhl-specification). These XML lists contain relative paths to data files and folders, and their original checksum values. These are always saved with output copies inside the Destination location(s).

Version 1 MHL style seals place the XML file as a 'sidecar' (outside of the referenced folder of files) or embedded in the sealed directory. This older MHL form is less robust than ASC MHL, but is still common and may be a requirement for some clients.

With either of these type files, you can check the integrity of data files at any time to ensure they still match the originals.

Seal Type

You may customize the locations being sealed with either MHL seal type. Seal root items will generate an individual seal for each item being offloaded. For example, if multiple directories are being offloaded a seal will be generated for each directory at the offload destination.

Seal output folders will generate a single seal for all of the items at each offload location. For example, if multiple items are offloaded to a single folder called “OffloadDestination” a single seal will be generated for “OffloadDestination”, regardless of the number of items offloaded.

NOTE: MHL seals will only contain information pertaining to items involved in the offload process. Existing items at the offload location and reports generated and saved to the offload location will not be included in the seal information.

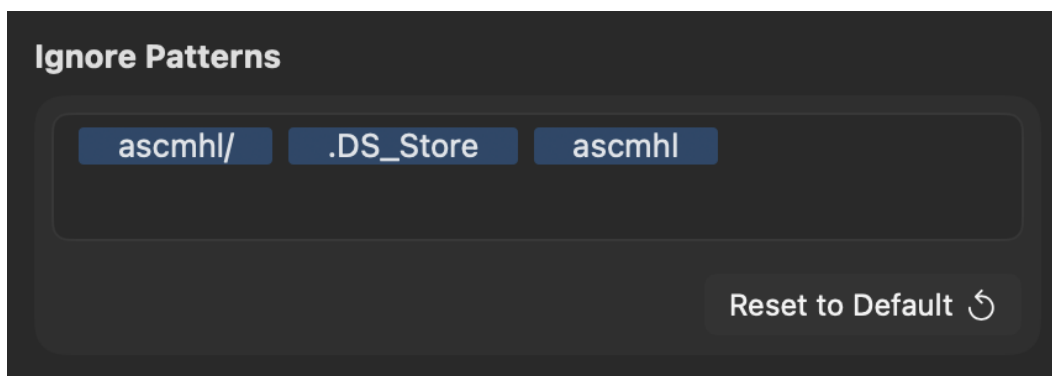
Creator Info

This is an optional section that can only be filled out when generating an ASCMHL seal. It allows you to fill in information about who is creating the seal, which will then be included in the seal itself.

This provides an extra step of protection if the seal becomes corrupted, as you can then trace it back to the Creator of the corrupted seal.

Ignore Patterns

This is another section that only appears when generating an ASCMHL seal.



Ignore patterns are a way to specify items that should not be included in the ASCMHL seal.

Files which are not relevant to the integrity of the data, such as system files, can be omitted to prevent the seal from being incorrectly flagged as broken; the *.DS_Store* files present on macOS are another example of files which should be ignored.

Report Location

Save Reports with Job places reports in a *Report Folder* at the root of the copy destination(s).

Save in Reports Folder allows you to browse to an existing location on your computer (or attached drive) to save all your reports together.

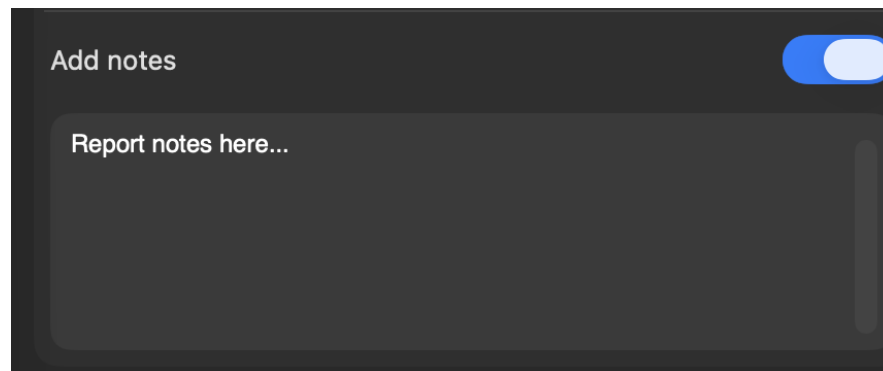
TIP: You may choose to save a report in both places - with the job and in a common reports folder.

Report Naming

Reports can be labeled automatically by the *Job Name*, or you can set a *Custom Name*.

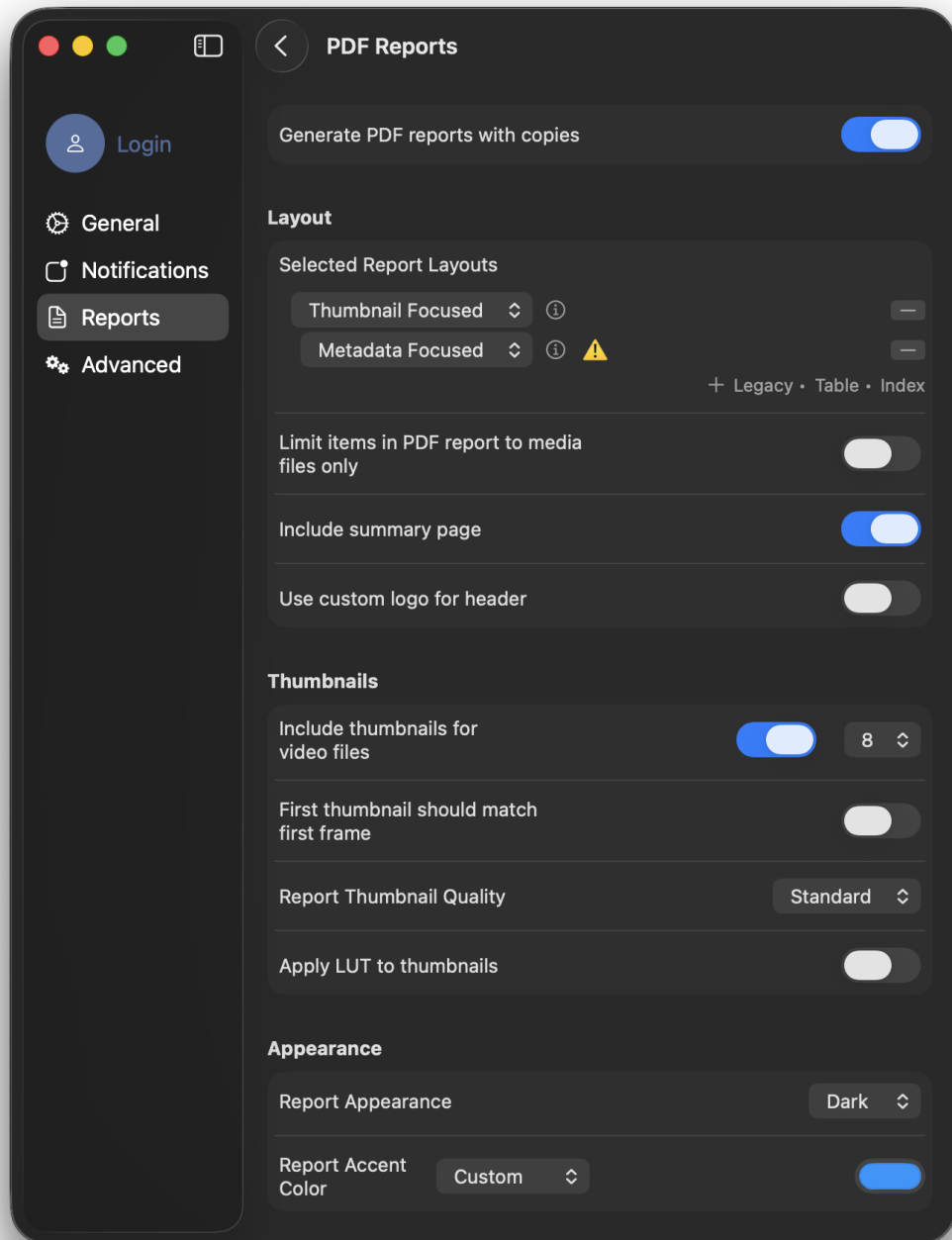
Add Notes

Here you can choose to include additional information in the report header such as Production info, DIT details, the project name etc...



PDF Reports

myLTO offers several job report formats, including *PDF*.



To generate PDF reports with copy jobs, ensure the first option is selected.

NOTE: When using the *Report Tool*, the reports being generated will be decided based on the types selected in the staging screen. However, the exact PDF options will match your settings.

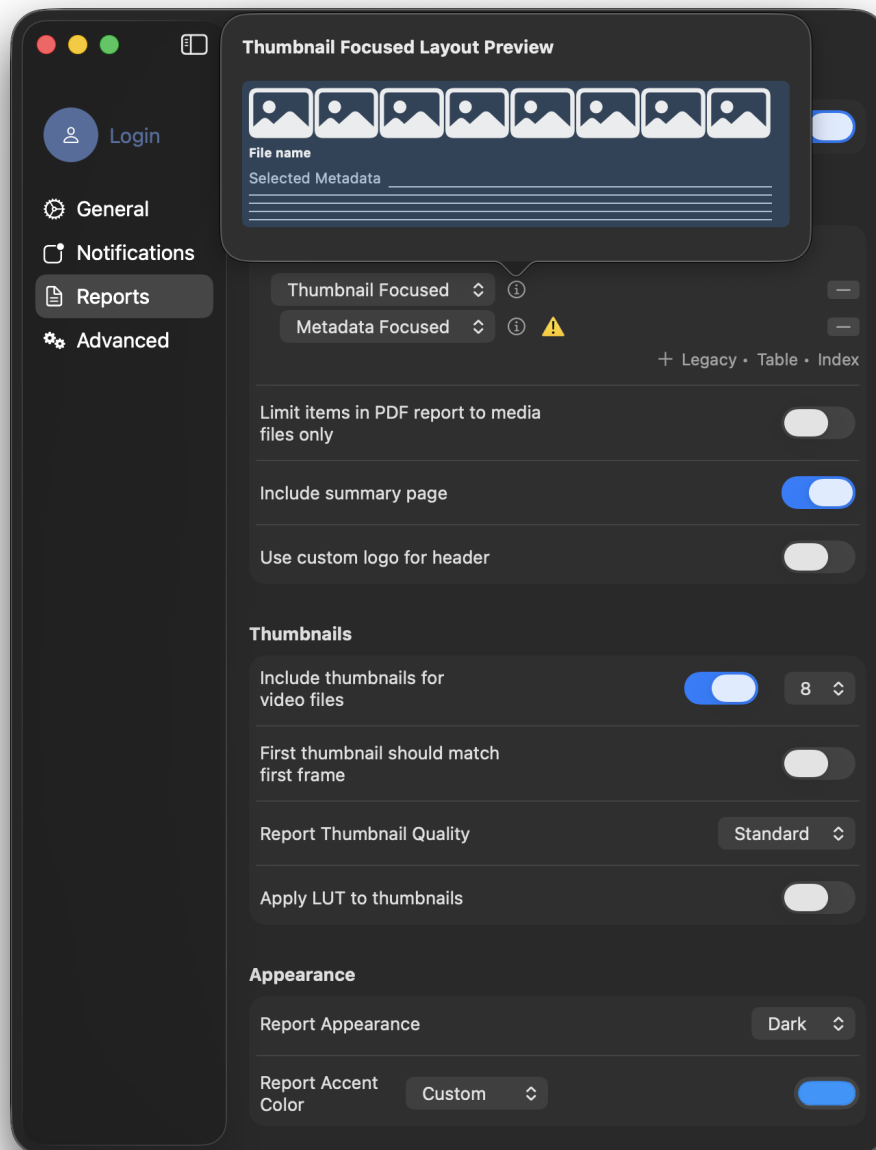
myLTO is 'video aware' and can extract file metadata and thumbnails for over 20 different camera/video formats, including MOV, MXF, MTS, MPEG, DPX, ARI, AVI, and more.

PDF Layout

The PDF layout section allows you to select from 4 different layout types to generate with copy jobs..

To select your report layout, use the dropdown list.

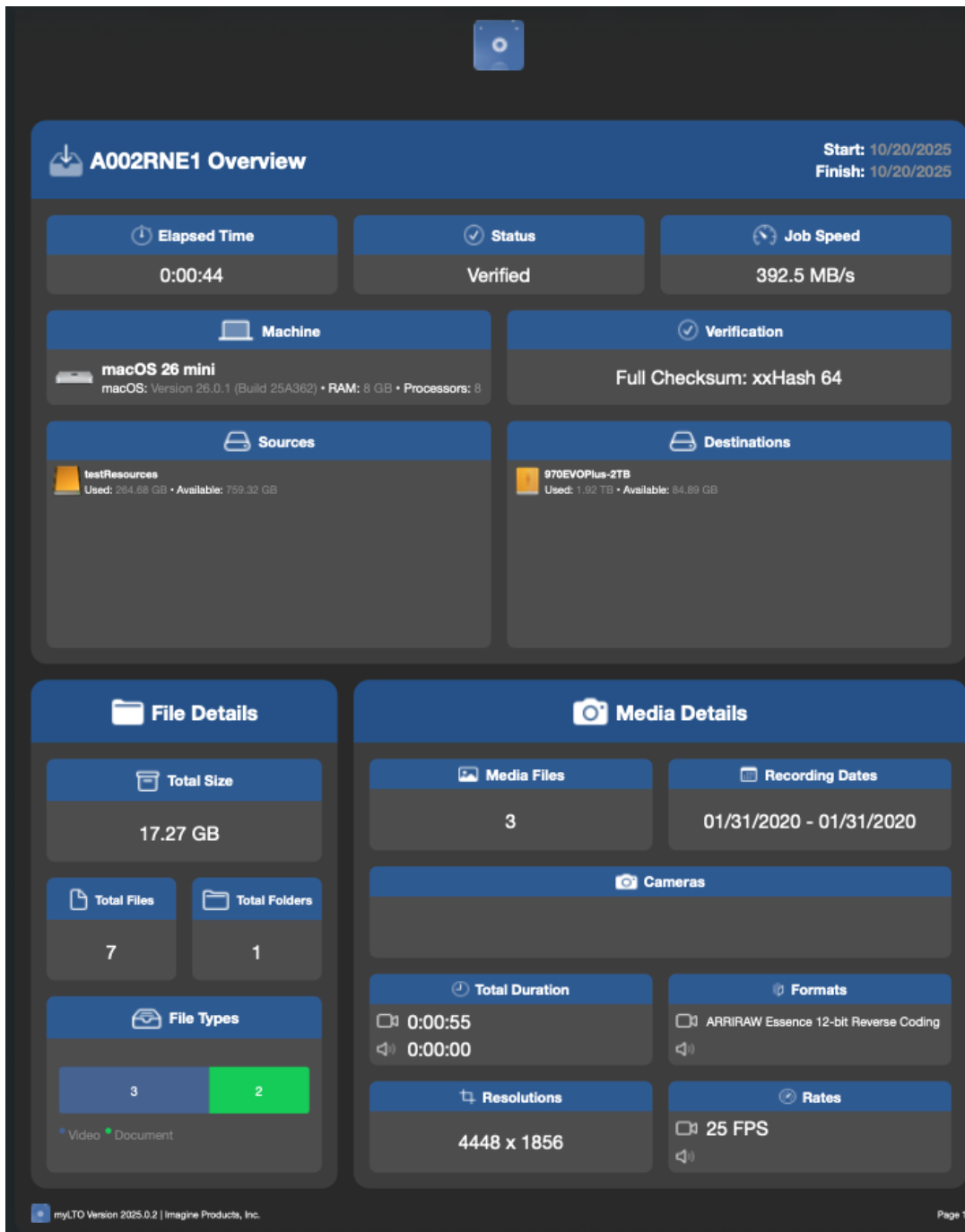
Each report layout has a different look. To learn more about each one, select the *Info Icon* directly to the right of it. Upon doing so, a popup will appear giving you a preview of the layout.



Below your Report Layout selections, you can choose between including information about all files in the copy job, or *Video Files Only*.

All Files means the report may have thumbs and metadata for video files as well as textual metadata information about non-video files that were copied.

The setting below the layout selection allows you to decide whether or not to *Include a Summary Page*. This page replaces the report header and provides detailed information about your data and the job.



The final option in this section allows you to include a custom logo in your PDF reports. Enable *Use Custom Logo for Header* and browse to the image file you want to use.

To replace the myLTO logo, your new image must be formatted as PNG, JPG, TIF, GIF, or BMP file type and be 128 by 128 pixels. Larger files will be resized appropriately.

TIP: To remove the header image, replace it with a new file. To revert back to the myLTO logo, uncheck *Use Custom Logo*.

PDF Thumbnails

Thumbnails for videos are optional. Choose up to 10 sampled video frames to be included for each video file. The thumbs are sampled based on percentages within the clip.

Normally the first thumb is grabbed multiple frames into the clip to avoid potential black or useless frames. However, you can select the option *First Thumbnail Should Match Frame* if using a clapboard or other logging tool.

NOTE: Image sequence files such as RAW will be treated as one continuous clip and will be sampled accordingly.

Report Thumbnail Quality lets you dictate how you would like your report thumbnails to look. Keep in mind that the higher the quality, the larger the report size will be.

Finally, *LUT Application* allows you to have a LUT applied to any thumbnail that appears in your PDF reports. After activating this setting, select *Add LUTs* to add in your chosen LUT(s) file.

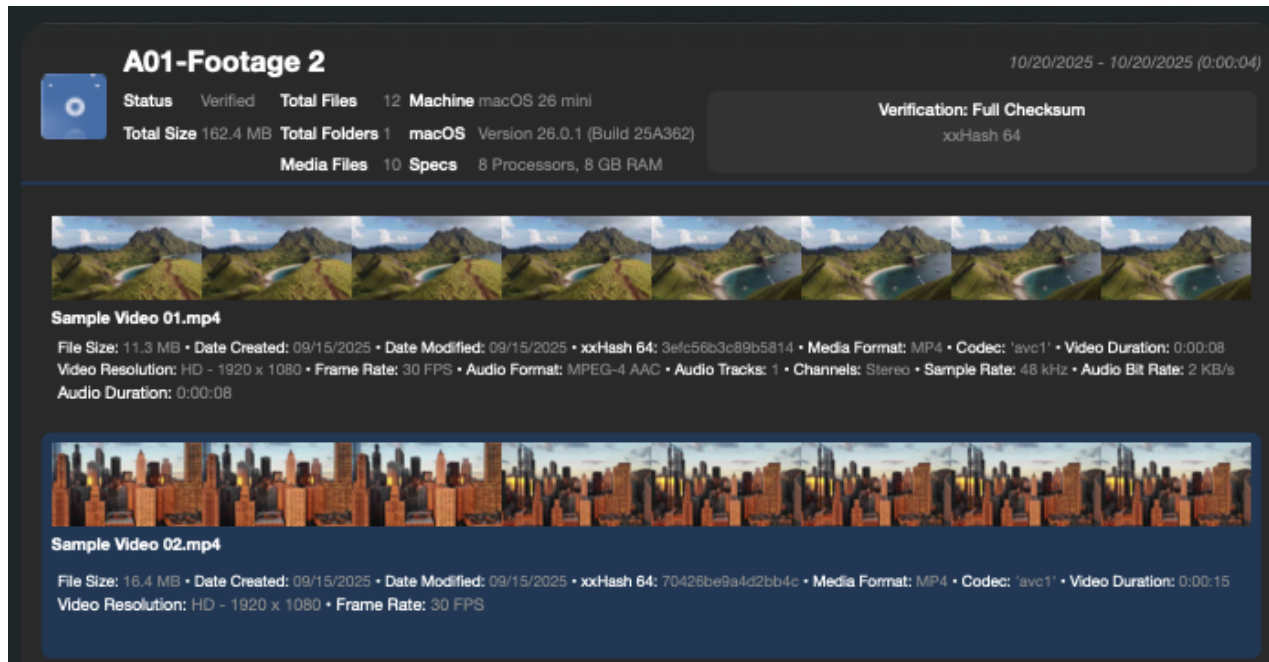
NOTE: Multiple LUT files can be added and saved, allowing you to swap between them without having to import them multiple times.

PDF Appearance

This section allows you to adjust basic appearance settings of your PDF report.

Report Appearance lets you choose between either a Dark or Light mode look.

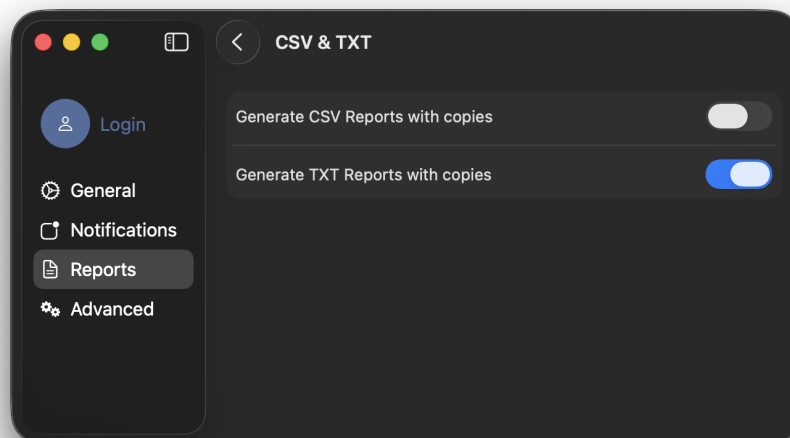
Finally, *Report Accent Color*, allows you to choose which color you would like to complement your reports. This color will be used to highlight rows and give your report a unique look. You can select from a range of options such as *Default*, *Secondary*, *Match System*, and *Custom*.



CSV & TXT

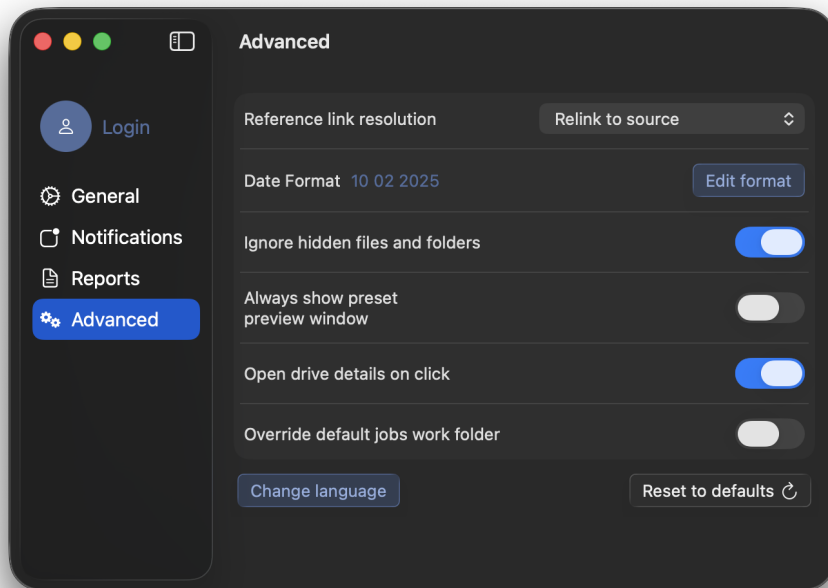
In this window, you can select to generate CSV and/or TXT reports.

Simply use the slider beside the corresponding report type to have it automatically generated when running jobs with both the Copy and Report tools.



Advanced Settings

Click the **Advanced** button to open the panel. Settings here are generally changed infrequently.



Reference Link Resolution

Symbolic Links (B-reference links) are files containing path information such as references to other media files, etc. Often symbolic links are 'absolute paths' meaning when copied, they are no longer valid (because they're not relative paths).

While it's unlikely your data will contain such files, you can instruct myLTO how to handle these type files should they be encountered.

Relink to Source

This option recreates the link after the copy is complete to point back to the original source.

NOTE: Links to any drives that were not copied will break if the drives lose connection to each other.

Due to changes within the reference file, verification of it is skipped because the resulting link file contents are no longer the same as the original link file.

Relink to Replicated Source

If the original item was part of the copy, this option will recreate a link to the newly copied item.

If the item is not part of the copy, then the original link file will be copied.

Due to changes within the reference file, verification of it is skipped because the resulting link file contents are no longer the same as the original link file.

Copy original

Use this option to find the linked file or directory and copy it instead of the link.

Copy original link

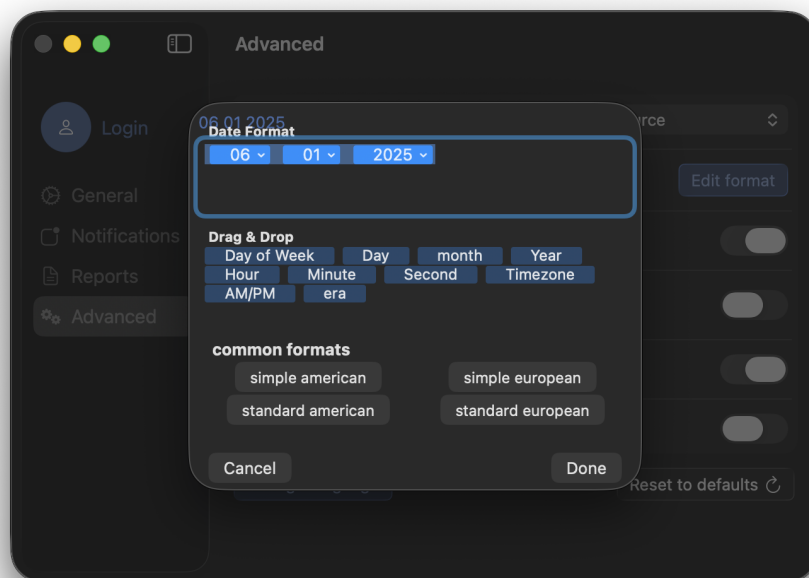
Use this option to copy the reference link 'as is' without any changes/resolution.

While the copied and original link files will be byte equivalent, there is no checking of links contained therein (so some references may be broken).

Date Format

Click *Edit Format* to change the style used in *Reports* and *Notifications*.

The preview is shown at the top of the dialog.



Select from one of the popular *Common Formats*. Alternatively, design your own format by dragging the items (month, day, year etc.) to the top area. You may also type in separators such as colons and commas.

To remove an item simply select it and press the *Delete* button on your keyboard.

Ignore Hidden Files and Folders

File systems can contain hidden files and folders. The function of these files vary from important os system files to simple indexing files used to make Spotlight function more efficiently. For media offloads, it is often desirable not to include these items as they often have no relevance to the integrity of the offload. This setting is turned on by default.

NOTE: Spotlight's ".DS_Store" files are ignored regardless of the option selection as copying these files can cause issues with verification.

Always Show Preset Preview Window causes a pop-up when starting a job with the *Preset Tool*. This window will also open if you are missing information, regardless of your preferences.

Open Drive Details on Click

Using this setting, users can decide when Drive Details should appear for a selected drive. By default, this option is set to *On Click*.

Using the slider to turn this setting off, users can have Drive Details open only when double-clicking or using right-click and selecting *View Details*.

Change Language

myLTO supports localization for certain languages. Click the *Change Language* button to open macOS System Preferences.

Under the *General* tab you can change your preferred language for the computer.

Click the *Apps* tab to choose myLTO. Select from System Default or other supported languages in the drop down menu.

Reset to Defaults

Click the *Reset to Defaults* button to change all *Preferences* back to default values.

CAUTION: Reset applies to ALL Preferences, not just *Advanced*. Be sure to review *Basic*, *Notifications* and *Report* Preferences after using this function.

TIP: myLTO will match your system display preferences. To turn on *Dark Mode* use the Operating System's General Preferences.

Appendix A – Installation

This section details the initial required steps before using myLTO. Included in this section are instructions on installing the program, system requirements, and registration.

Skip this section if a registered copy of the application is already installed on your system.

Installing the Software

Download the installer to your computer and double click to run. You may be asked for the administration password for the computer. Save the folder of items to a temporary location on your computer such as Desktop. Refer to the README file inside for further instructions.

Since some of the components are subject to independent EULAs (end user license agreements), apart from Imagine Products' EULA, you'll be prompted to accept the terms of each.

The myLTO installer items folder will include:

- README.rtf
- myLTO application
- ICU Framework
- LTFS drivers (selected by Mfr. - HP, IBM, MagStor, mLogic, Quantum, etc.)
- ARCSAS driver (for MagStor decks)

Choose the LTO make and model carefully. You may be directed to acquire LTFS drivers from manufacturer's websites.

Place the myLTO application into the '*Applications*' folder (or wherever you wish to install it). You may be asked for the administration password for the computer.

Once the components are installed you'll be prompted to *allow restarting of the computer to fully activate the macOS modifications*.

The application will periodically check for newer versions, but you can manually check at any time by clicking the '*Check for Updates*' link under the application menu.

System Requirements

The recommended Macintosh configuration:

- macOS 13, 14, 15, 26
- 4 GB RAM (minimum)
- 16 GB free disk space (minimum)

Activation

myLTO activation requires web access to our server to register the software for use. When you purchased the application, a myLTO seat was added to your account on our website.

Upon first launch, select 'ACTIVATE VIA INTERNET' and enter your account email and password for fast, easy activation. The software will attempt to connect to our server and select the next available license to use. Alternatively, you may designate which license to use by entering it here.

For RENTAL LICENSES you must enter the individual license number. (Rental periods start from the day of activation, not purchase.)

TIP: Activation information is stored on the system level independent of user preferences. So, multiple profiles on the same computer may access the application, as long as you install under the ADMIN user profile for your computer.

If you don't have an Internet connection on the target computer, a 'manual activation' may be performed. Scan the QR code with your smartphone to quickly go to the appropriate page on our activation site to receive the manual activation code.

myLTO is a single user license. If you're upgrading to a new computer or need to transfer the software, be sure to 'Deactivate' from the 'Application menu' just above 'Quit'.

How to Register

If you purchased from our webstore, you're already registered in our system. If you purchased from a reseller or other method, we can transfer ownership upon request. You must have or create an account on our website to transfer the license into.

We may also send you periodic electronic news. Generally, we only notify of new products and trade shows, commentary, and stories of interest from other users just like you. Let us know what you're up to (publishing your stories is an inexpensive way to network within the production community).

Check out our blog or follow us on social media platforms for timely and helpful information.

Appendix B - Troubleshooting

Throughout the program, reminders and error checks help to anticipate trouble spots in the program while preventing inadvertent data loss. If a message appears that is unclear, check the Help topics or refer to the appropriate section of this guide for further explanation.

Frequently Asked Questions

I Can't Activate!

Automatic myLTO activation requires web access to our server to register the software for use.

When you purchased the application, a myLTO license was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt an activation.

Use your email and account password, or the assigned license number, to activate.

Rental licenses MUST be activated using a license number.

If you don't have an Internet connection on the target computer, choose manual activation. Then, scan the QR code with your smartphone to receive a code.

myLTO is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to Deactivate from the Application menu just above Quit.

You may also Deactivate from the website on the ACCOUNT>VIEW LICENSES page. Click the edit pencil to the right of the license, then click DEACTIVATE.

When transferring or moving the software, always download the most recent version of the software from the View Licenses page onto the new computer and activate it normally.

Technical Support

This product was designed to be easy to use and we want you to feel at home as you navigate through it. This guide should address the most often asked questions along the way. However, if you need support, the specialists at Imagine can provide answers quickly and in terminology that you can understand.

Contacting Imagine Products

Visit [Imagine Product's website](#) to fill out a problem report for fast, free service.

Updated news and Frequently Asked Questions are available on the page.

To contact us, fill a support ticket from the website or send an email to support@imagineproducts.com.

Check for Updates

From the application's menu, select *Check For Updates* to manually check for updates. If your Update Plan isn't current, you may need to renew it in order to upgrade to a newer version of the software.

Diagnostic Logs

Should you experience operational problems, please send us the *Diagnostic Logs*. You'll find them under the *Help* menu of the application.

Appendix C – Third Party Copyrights

Portions of this application use certain unmodified FFmpeg libraries under the LGPLv2.1 licensing. FFmpeg is a trademark of Fabrice Bellard, originator of the FFmpeg project. Imagine Products, Inc. claims no ownership of FFmpeg or any of their code that may be downloaded from www.ffmpeg.org.

This application uses the Canon U.S.A., Inc. Software Development Kit for Cinema RAW Movie metadata extraction and is subject to restrictions set forth in subdivision (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at 48 CFR 252.227-7013, or in subdivision (c)(1) and (2) of the Commercial Computer Software - Restricted Rights clause at 48 CFR 52.27- 19, as applicable.

This application uses ALEXA ARRIRAW metadata extraction, CPU and GPU rendering, and ALEXA ARI File Format information provided by partner agreement with Arnold & Richter Cine Technik GmbH & Co. Betriebs KG ("ARRI").

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R3D Software Developer Kit resources are used to process RED format video files by license agreement with RED Digital Cinema, RED.COM, Inc.

Sony RAW/X-CON (F55, F55, F5, FS700 and VENICE/CineAltaV) and MXF wrappers are processed using software developer kit license agreement with Sony Corporation, initiated May 2021.